

March 12, 2025

Ms. Frances Shefter, Esq.  
110 N. Washington Avenue, Suite 350  
Rockville, Maryland 20850

Ms. Trinell Bowman  
Associate Superintendent for Special Education  
Prince George's County Public Schools  
John Carroll Center  
1400 Nalley Terrace  
Landover, Maryland 20785

Re: [REDACTED]  
Reference: #25-229

Dear Parties:

The Maryland State Department of Education (MSDE), Division of Early Intervention and Special Education Services has completed the investigation of the complaint regarding special education services for the above-referenced student. This correspondence is the report on the final results of the investigation.

**ALLEGATIONS:**

On January 21, 2025, MSDE received a complaint from Ms. Frances Shefter, Esq., hereafter, "the complainant," on behalf of the above-referenced student. In that correspondence, the complainant alleged that the Prince George's County Public Schools (PGCPS) violated certain provisions of the Individuals with Disabilities Education Act (IDEA) concerning the above-referenced student.

MSDE investigated the following allegations:

1. The PGCPS did not follow proper procedures when responding to a request for an Individualized Education Program (IEP) team meeting from March 2024 through June 2024, in accordance with 34 CFR § 300.503.
2. The PGCPS did not provide the parents with an interpreter for the June 13, 2024, IEP meeting, in accordance with 34 CFR §§ 300.322 and .503 and COMAR 13a.05.01.07.
3. The PGCPS has not followed proper procedures when conducting a reevaluation of the student since June 2024, in accordance with COMAR 13A.05.01.06.
4. The PGCPS did not provide the parent with a copy of the completed IEP document within five business days after the October 23, 2024, IEP meeting, in accordance with COMAR 13A.05.01.07.

### **BACKGROUND:**

The student is 10 years old and is identified as a student with autism under the IDEA. The student attends [REDACTED] School ([REDACTED]) and has an IEP that requires the provision of special education instruction and related services.

### **SUMMARY OF FINDINGS AND CONCLUSION:**

The PGCPs acknowledges that violations occurred with respect to the allegations. Specifically, the PGCPs acknowledges that it did not follow proper procedures when responding to a request for an IEP team meeting from March 2024 through June 2024; it did not provide the parents with an interpreter for the June 13, 2024, IEP meeting; it has not followed proper procedures when conducting a reevaluation of the student since June 2024; and it did not provide the parent with a copy of the completed IEP document within five business days after the October 23, 2024, IEP meeting.

MSDE concurs and appreciates the PGCPs' acknowledgment that violations have occurred with respect to the allegations.

### **CORRECTIVE ACTIONS AND TIMELINES:**

The IDEA requires that State complaint procedures include effective implementation of the decisions made as a result of a State complaint investigation, including technical assistance activities, negotiations, and corrective actions to achieve compliance (34 CFR § 300.152). Accordingly, MSDE requires the public agency to provide documentation of the completion of the corrective actions listed below. Accordingly, MSDE requires the public agency to provide documentation of the completion of the corrective actions listed below.

MSDE has established reasonable time frames below to ensure that noncompliance is corrected in a timely manner.<sup>1</sup> This office will follow up with the public agency to ensure that it completes the required actions consistent with MSDE Special Education State Complaint Resolution Procedures.

If the public agency anticipates that any of the time frames below may not be met, or if either party seeks technical assistance, they should contact Ms. Nicole Green, Compliance Specialist, Family Support and Dispute Resolution Branch, MSDE, to ensure the effective implementation of the action.<sup>2</sup> Ms. Green can be reached at (410) 767-7770 or by email at [nicole.green@maryland.gov](mailto:nicole.green@maryland.gov).

### **Student-Specific**

By May 21, 2025, MSDE requires the PGCPs to provide documentation that the IEP team has convened and determined the amount and nature of compensatory services or other remedies to redress the violations herein and developed a plan for the provision of those services within one year of the date of this Letter of Findings.

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<sup>1</sup> The United States Department of Education, Office of Special Education Programs (OSEP) states that the public agency corrects noncompliance in a timely manner, which is as soon as possible, but not later than one year from the date of identification of the noncompliance. The OSEP has indicated that, in some circumstances, providing the remedy could take more than one year to complete. If noncompliance is not corrected in a timely manner, MSDE is required to provide technical assistance to the public agency, and take tiered enforcement action, involving progressive steps that could result in the redirecting, targeting, or withholding of funds, as appropriate.

<sup>2</sup> MSDE will notify the public agency's Director of Special Education of any corrective action that has not been completed within the established timeframe.

The PGCPs must ensure that the complainant is provided with written notice of the team's decisions. The complainant maintains the right to request mediation or to file a due process complaint to resolve any disagreement with the team's decisions.

### **School-Based**

MSDE requires the PGCPs to provide documentation by May 21, 2025, of the steps it has taken to ensure that the [REDACTED] staff properly implements the requirements for the implementation of proper procedures when responding to a request for an IEP team meeting, the provision of an interpreter for IEP meetings, proper procedures when conducting reevaluations, and providing IEP documents within five business days after an IEP meeting under the IDEA. These steps must include staff development.

As of the date of this correspondence, this Letter of Findings is considered final. This office will not reconsider the conclusions reached in this Letter of Findings unless new, previously unavailable documentation is submitted and received by this office within fifteen days of the date of this correspondence. The new documentation must support a written request for reconsideration, and the written request must include a compelling reason why the documentation was not made available during the investigation. Request for reconsideration should be submitted to Tracy Givens, Section Chief, Dispute Resolution, at [Tracy.Givens@maryland.gov](mailto:Tracy.Givens@maryland.gov). Pending this office's decision on a request for reconsideration, the public agency must implement any corrective actions within the timelines reported in this Letter of Findings.

The parties maintain the right to request mediation or to file a due process complaint if they disagree with the identification, evaluation, placement, or provision of a free appropriate public education (FAPE) for the student, including issues subject to this State complaint investigation, consistent with the IDEA. MSDE recommends that this Letter of Findings be included with any request for mediation or a due process complaint.

Sincerely,

Antoine L. Hickman, Ed.D.  
Assistant State Superintendent  
Division of Early Intervention and Special Education Services

ALH/ebh

c: Millard House II, Chief Executive Officer, PGCPs  
Darnell Henderson, General Counsel, PGCPs  
William Fields, Associate General Counsel, PGCPs  
Keith Marston, Compliance Instructional Supervisor, PGCPs  
Lois Jones-Smith, Compliance Liaison, PGCPs  
Aleia Johnson, Compliance Liaison, PGCPs  
[REDACTED], Principal, [REDACTED] School, PGCPs  
Dr. Paige Bradford, Section Chief, Performance Support and Technical Assistance, MSDE  
Dr. Brian Morrison, Branch Chief, Policy and Accountability, MSDE  
Alison Barmat, Branch Chief, Family Support and Dispute Resolution, MSDE  
Tracy Givens, Section Chief, Dispute Resolution, MSDE  
Nicole Green, Compliance Specialist, MSDE  
Elizabeth B. Hendricks, Complaint Investigator, MSDE