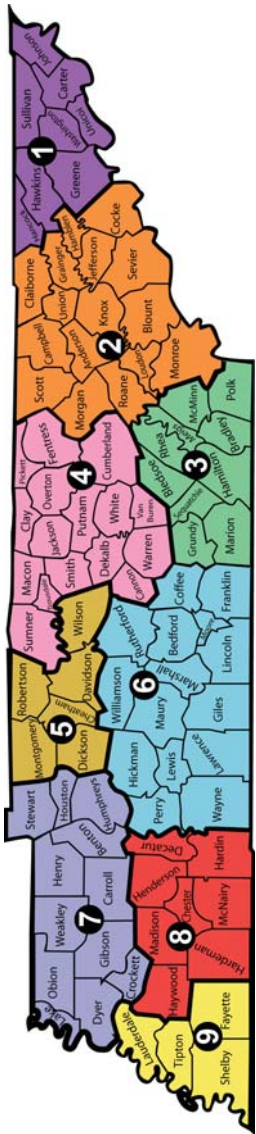


# 9 TEIS District Offices



- 1 First District**  
Johnson City, Tennessee  
Phone 423-434-4401 Fax 423-434-4407
- 2 East District**  
Knoxville, Tennessee  
Phone 865-579-3099 Fax 865-579-5033
- 3 Southeast District**  
Chattanooga, Tennessee  
Phone 423-624-6344 Fax 423-697-4920
- 4 Upper Cumberland District**  
Cookeville, Tennessee  
Phone 931-528-1623 Fax 931-528-1648
- 5 Greater Nashville District**  
Nashville, Tennessee  
Phone 615-837-6868 Fax 615-832-0384
- 6 South Central District**  
Murfreesboro, Tennessee  
Phone 615-904-3636 Fax 615-904-3648
- 7 Northwest District**  
Martin, Tennessee  
Phone 731-881-7114 Fax 731-881-7206
- 8 Southwest District**  
Jackson, Tennessee  
Phone 731-512-1550 Fax 731-512-1524
- 9 Memphis Delta District**  
Memphis, Tennessee  
Phone 901-937-6738 Fax 901-372-2866

**1-800-852-7157**

The following resources provide more information about rights in early intervention:

- Part C of the Individual's with Disabilities Education Act
- Part 303, Title 34 of the Code of Federal Regulations
- Part 300, Sections 610-627, Title 34 of the Code of Federal Regulations
- Part 99, Title 34 of the Code of Federal Regulations



For more information on any of the listed resources, contact:

State of Tennessee  
Department of Education  
Division of Special Education  
Office of Early Childhood  
ATTN: Part C Coordinator  
7th Floor, Andrew Johnson Tower  
710 James Robertson Parkway  
Nashville, Tennessee 37243  
Phone (615) 253-2589  
Fax (615) 532-3871



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TENNESSEE DEPARTMENT OF EDUCATION

Tennessee's Early Intervention System  
Growing Together... Little by Little

The Rights of  
Infants and Toddlers  
with Special Needs  
Eligible for  
Tennessee's Early  
Intervention System

*Early Intervention is crucial for providing a good education to children with special needs.*



**1-800-852-7157**  
[www.TN.Gov/education/teis](http://www.TN.Gov/education/teis)

## Tennessee's Early Intervention System (TEIS) is a voluntary educational program for families with children ages birth



through two years of age with disabilities or developmental delays. The program is governed by Part C of the Individual's with Disabilities Education Act (IDEA). Every state has a Part C program and establishes its own eligibility rules. In Tennessee, children diagnosed with certain disabilities, those whose eligibility evaluation results show a 25% delay in two developmental areas or a 40% in one may be eligible for TEIS. Physician information is also used in determining eligibility.

When a child is determined eligible, the family may decide to participate in TEIS and an Individualized Family Service Plan (IFSP) team meeting. Services and supports are determined at IFSP meetings based on the child and family's individual needs.

All team members, including parents, have a responsibility to talk with each other, sharing progress made as well as any concerns. Parents must be present for early intervention services and notify their service provider as soon as possible if unable to keep an appointment. Parents

should ask questions of their providers in order to feel comfortable in working on activities when the provider is not present. IDEA and Tennessee State Law describe the rights of parents whose children are eligible for Part C:

### Parents have the right to:

- **Consent to evaluation, assessment, and provision of early intervention services.**  
*Parents have the right to accept or decline any early intervention service without jeopardizing the provision of other services.*
- **Review early intervention records.**  
*Parents have the right to ask to see their child's TEIS record relating to assessment, screening, eligibility determination, and the development and implementation of the IFSP.*
- **Receive notice of actions proposed by the early intervention system.**  
*Parents should receive written prior notice, in their native language if at all possible, as evaluation and services are begun, and of details related to a change in services.*
- **Require that personal information be kept confidential.**  
*Information regarding the child or family may only be shared with other EI agencies by written consent of the*

*parent. Release of information without parental consent is only permitted in certain circumstances.*

- **File an administrative complaint.**  
*An administrative complaint is an informal process for resolving conflicts between families and the Part C system, TEIS.*
- **Request a mediation.**  
*A mediation is a process for resolving disagreements between families and the Part C system, TEIS, using an impartial mediator.*
- **Request a due process hearing.**  
*A due process hearing is a formal procedure in which an administrative judge hears from both parties and decides on an outcome.*
- **Forms for any of the above may be requested from your service coordinator or from the Department of Education's Legal Department listed on the back of this brochure.**

### Children have the right to:

- **A surrogate parent.**  
*A surrogate parent must be appointed to represent the interest of a child who has no parent or guardian, is a ward of the state, or the state cannot, after reasonable attempts, locate the child's parent or legal guardian.*