

# TEIS District Offices

## 1 First District

196 Freckles Court  
Johnson City, Tennessee 37601

## 2 East District

2726 Island Home Boulevard  
Knoxville, Tennessee 37920

## 3 Southeast District

1501 Riverside Drive, Suite 230  
Chattanooga, Tennessee 37406

## 4 Upper Cumberland District

1519 East Spring Street, Suite E  
Cookeville, Tennessee 38506

## 5 Greater Nashville District

1232 Foster Avenue  
Nashville, Tennessee 37243

## 6 South Central District

745 South Church Street, Suite 703  
Murfreesboro, Tennessee 37130

## 7 Northwest District

210 Hurt Street, 412 Clement Hall  
Martin, Tennessee 38238

## 8 Southwest District

225 Dr. Martin Luther King, Jr. Drive  
Jackson, Tennessee 38301

## 9 Memphis Delta District

2175 Business Center Drive, Suite 11  
Memphis, Tennessee 38134

**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 (IDEA)
- 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:

Tennessee Department of Education  
Special Populations & Student Support  
Andrew Johnson Tower, 10<sup>th</sup> Floor  
710 James Robertson Parkway  
Nashville, Tennessee 37243  
1-800-852-7157

education



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

Early Intervention is crucial for providing an educational foundation for children with special needs.



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Department of Education, Authorization No. 331840,  
200,000 copies January 6, 2016. This public document  
was promulgated at a cost of \$0.03 per copy.



Department of  
**Education**

Tennessee Early  
Intervention System

Learn more and contact us:  
[tn.gov/education/teis](http://tn.gov/education/teis)  
1-800-852-7157



## Tennessee's Early Intervention System (TEIS)

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 Individuals 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 percent delay in two developmental areas or 40 percent in one area 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 prior written notice, in their native language if at all possible, as evaluation and services are started 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 early intervention 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. Due process complaint will be resolved within 45 days of request.
- **Forms for any of the above may be requested from your service coordinator or from the Tennessee 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.

