

Requesting an Independent Educational Evaluation

What is an Independent Educational Evaluation?

After a district evaluates a student for special education, a caregiver can ask for a second opinion from an examiner who does not work for the district. This is called a request for an Independent Educational Evaluation (“IEE”).



Step-by-Step Guide for Requesting an IEE

1. Complete the form on this flyer. Include the reasons you disagree with the district’s initial evaluation.
2. Turn in the form to your school principal or special education coordinator.
3. Get proof your request was received in one of the following three ways:
 - i. Submit in person. Have the school date stamp the form, and keep a copy of the stamped form for your records;
 - ii. Fax the form and keep a copy of the transmission report confirming it was received; or
 - iii. Mail by certified mail and keep the receipt.
4. Get the district’s answer – By law, the district can only respond in one of two ways:
 - (1) Make sure you get an IEE at no cost to you or
 - (2) File for a due process hearing to prove the assessments they did were appropriate. Contact NLSLA if the district files for due process.
5. If the district does not respond, file a compliance complaint. Contact NLSLA for help with this process.

When to Request an IEE:

- When you disagree with the district’s assessment results.
- When you are concerned that the district did not do enough testing or did a poor job testing.

A district must give you:

- Information on where to get an IEE.
- A list of local examiners.
- District policies on pricing guidelines and other standards.



REQUEST FOR AN INDEPENDENT EDUCATIONAL EVALUATION

ERH Name:	
Address:	
City, State, Zip:	
Phone/Email:	

Student's Name:	
Student's D.O.B.:	
Grade Level:	
School:	
District:	

Date: ____ / ____ / _____

Dear Principal/Special Education Coordinator,

I am the education rights holder for the above-mentioned student. My student was evaluated for special education services in ____ / _____ (month/year). I am writing to request an Independent Educational Evaluation at public expense, as I disagree with the assessments administered by the district for the following reasons:

I would like this Independent Educational Evaluation to be done as soon as possible so that we can fully address my student's academic and/or behavioral needs. Cal. Educ. Code § 56329(b), 34 C.F.R. Section 300.502. As you know, the law requires you to respond requests for Independent Educational Evaluations without "unnecessary delay."

Thank you for your attention and cooperation regarding this matter. If you have any questions, do not hesitate to contact me at the number listed above.

ERH Signature: _____

ERH Name: _____