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:
   - Submit in person. Have the school date stamp the form, and keep a copy of the stamped form for your records;
   - Fax the form and keep a copy of the transmission report confirming it was received; or
   - 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 evaluator criteria.

For free legal help, please contact NLSLA:
NLSLAEducationTeam@nsla.org | (888) 907-0444 | nsla.org/services/education-rights
All Services are Free of Charge
To Whom It May Concern:

I am the Education Rights Holder for the student named above. I am writing to request an Independent Education Evaluation ("IEE") at public expense for my student. **Below, I have checked the evaluations/assessments that the District completed with which I disagree and for which I request an IEE.** It is my belief that the evaluations were not sufficiently comprehensive or appropriate to determine the unique needs of my student. Therefore, I request the following IEEs at public expense:

<table>
<thead>
<tr>
<th>Academic Achievement</th>
<th>Assistive Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psychological/Psycho-educational</td>
<td>Alternative/Augmentative Communication</td>
</tr>
<tr>
<td>Speech/Language/Communication</td>
<td>ERICS/ERMHS</td>
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<tr>
<td>Physical Therapy</td>
<td>Counseling</td>
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<tr>
<td>Occupational Therapy</td>
<td>Vision</td>
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<tr>
<td>Health</td>
<td>Hearing</td>
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<tr>
<td>Functional Behavioral Assessment</td>
<td>Transition</td>
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<tr>
<td>Adaptive Physical Education</td>
<td>Other:</td>
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☐ I have selected the following qualified evaluator(s) to complete the above requested IEEs and request that the District provide contract(s) to authorize payment for IEE examinations without delay.

_________________________________________________________________________

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☐ I would like the District to provide me with a list of qualified independent evaluators for the requested assessments and the District IEE criteria.

I look forward to the district providing a response to my IEE request without unnecessary delay.