

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 evaluator criteria.

NLSLA



Neighborhood Legal Services
of Los Angeles County

For free legal help, please contact NLSLA:
NLSLAEducationTeam@nlsla.org | (888) 907-0444 |
nlsla.org/services/education-rights

All Services are Free of Charge

REQUEST FOR AN INDEPENDENT EDUCATIONAL EVALUATION

Date: _____

| | |
|--|--|
| District: Attn: Director of Special Education | |
| Address: | |
| Fax Number: | |

| | |
|-------------------------|--|
| Student's Name: | |
| Student's D.O.B.: | |
| Current School: | |
| ERH's Address: | |
| ERH's Email: | |
| ERH's Telephone Number: | |

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:

| | | | |
|--|----------------------------------|--|--|
| | Academic Achievement | | Assistive Technology |
| | Psychological/Psycho-educational | | Alternative/Augmentative Communication |
| | Speech/Language/Communication | | ERICS/ERMHS |
| | Physical Therapy | | Counseling |
| | Occupational Therapy | | Vision |
| | Health | | Hearing |
| | Functional Behavioral Assessment | | Transition |
| | Adaptive Physical Education | | Other: |

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.

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.