

## **SAMPLE LETTERS**

### **REQUESTING AN INDEPENDENT EDUCATIONAL EVALUATION (IEE) AT PUBLIC EXPENSE**

NOTE: If you believe an independent evaluation of your child is needed, give a brief description of current functioning and suspected disability when you write your request. Then state the rationale for having an outside evaluation at public expense.

Some of the reasons why an independent evaluation is necessary may be:

- (1) There is no one on the district staff who is qualified to perform the evaluation.
- (2) You believe the district relied on insufficient testing when it made recommendations at the IEP meeting.
- (3) The school district results are at odds with other testing done on your child, so clarification is needed.

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#### **IEE SAMPLE LETTER #1**

Bev Blue  
Address  
City, CA Zip Code  
Telephone Number

Date

Mr. Gary Green  
Director of Special Education  
Local Unified School District  
Address  
City, CA Zip Code

Re: John Blue

Dear Mr. Green:

We have just received the psychological and occupational therapy evaluations of our son, John, which were completed by district personnel. Since we believe that both evaluations are inadequate and do not show an accurate picture of our son's intellectual or fine motor functioning, we plan to obtain independent assessments at public expense.

After the independent assessments are completed, we will submit bills for the assessors' services to you. Further, we would like to postpone the upcoming IEP meeting for three weeks so that the independent assessments are available for the team's review.

Sincerely yours,

Bev Blue

## IEE SAMPLE LETTER #2

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Your name  
address  
City, State,  
Day phone number to contact you

Date

Mr. Gary Green  
Special Education Director  
School District  
street address  
City, State, Zip

RE: students name  
school and grade level

Dear Mr. Green,

We are requesting Independent Educational Evaluation (IEE) at public expense for our child, [student name]. We understand that the independent evaluation is to be provided at no charge, according to state special education law and federal law.

Our request is based on the school evaluation that was not comprehensive and appropriate.

We are requesting the evaluations in the following areas [name those for which the IEE is requested], to include attendance of the evaluator at the Team meeting where the testing results will be discussed:

1. Educational (for Reading, Writing, Spelling and Math)
2. Speech and Language (areas of: Phonemic Awareness, Problem solving )
3. Social Skill Assessment
4. Occupational Therapy
5. Functional Behavioral Assessment
6. Psychological Assessment (Cognitive, Behavior, Attentional)
7. Neuropsychological evaluation

We plan to have the independent neuropsychological evaluations performed by Dr. [xxxxx], of the [xxxxxxxx] Testing Center, [address]. The Speech and Language and Educational Evaluations to be done by [xxxxx], [xxxxxxxx] Testing Center, [address]. We plan to have the OT evaluation performed by [xxxxx], [xxxxxxxx] Testing Center, address.

Please contact [xxxxxxxx] at [xxxxxxxx] testing center, to arrange payment for these services. I will be in touch with the above evaluators to schedule the evaluation appointment.

I understand that the school must pay for the independent evaluation unless it can prove in a due process hearing that its assessment is comprehensive and appropriate. Please inform me in writing within five days whether you intend to honor my request or to request a hearing on the issue.

It is also my understanding that the independent evaluators will forward the evaluation report to you since you are paying for them, and that you will schedule an IEP Team meeting for us to discuss the results of an independent evaluation, that the new evaluation must be considered in any future decisions about my child.

Sincerely,

sign and print your and spouses name

c.c. [optional]

Principal

Your Classroom Teacher