

# OPERATING PROCEDURES

## INDEPENDENT EDUCATIONAL EVALUATION

UT Tyler University Academy

212804

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Legal Framework: INDEPENDENT EDUCATIONAL EVALUATION

[Related Resources](#)

Broad Category: EVALUATION

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### PROCEDURES:

- When a parent requests an IEE, they will make their request to the Director of Special Education.
- Evaluation staff receive training about the IEE during evaluation team meetings and when it is offered at the Education Service Center.
- The independent evaluation criteria must include the same criteria as a school-based evaluation. This criterion includes information from parents, teachers of the child, the evaluator, and other individuals required for the suspected area of disability, e.g., Certified Academic Language Therapist when dyslexia is suspected. A classroom observation is expected. To complete an IEE, individuals must be on the Region 7 list of IEE providers as well as qualified to administer Level C assessments e.g. psychologists, diagnosticians, and school psychologists. When appropriate to the evaluation, a BCBA or LPC may also provide an assessment for an IEE. Components of the evaluation include language, physical, sociological, behavioral, cognitive, adaptive behavior, academic, and assistive technology.
- To allow the IEE provider access to the classroom, IEE evaluators must first follow the University's procedure to contract with UTTUA. Once the contractor has met University contractor criteria and the parents have provided consent to release information, the contracting evaluator will be given access to the student's school records and be given the opportunity to observe the student in the classroom setting.
- A parent of a student with a disability has the right to an independent educational evaluation ("IEE") of the student at public expense if the parent disagrees with an evaluation obtained by the District. An IEE is an evaluation conducted by a qualified examiner who is not employed by the District. An evaluation is at public expense when the District either pays for the full cost of the evaluation or ensures that the evaluation is otherwise provided at no cost to the parent, consistent with the provisions of the IDEA. See [USE OF IDEA PART B FORMULA AMOUNTS IN GENERAL]. A parent is limited to only one IEE at public expense each time the District conducts an evaluation with which the parent disagrees.

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- If a parent requests an IEE, the diagnostician must document the date the request was received and immediately send the request to the Director of Special Education. The diagnostician may ask for the parent's reason why the parent objects to the public evaluation but may not require the parent to provide an explanation. As soon as possible after the parent requests an IEE, the diagnostician will provide the parent with the IEE request form, if it has not already been completed, along with the District's IEE criteria. The Director of Special Education or designee will determine if the parent has the right to an IEE by determining whether the District has already conducted its evaluation. If the District has not already conducted an evaluation, the parent will be notified by the Director of Special Education that the parent is not entitled to an IEE. The Director of Special Education will also determine if the request is timely. IEE requests made more than one year after the District's evaluation was completed and reviewed with the parent are considered untimely. The Director of Special Education will notify the parent of any untimely request.

#### STAFF RESPONSIBLE:

**District:** Director of Special Education, Diagnostician

#### TIMELINES FOR IEEs:

- Response to parent's request for an IEE will be responded to within 15 school days
- A parent is limited to only one IEE at public expense each time the District conducts an evaluation with which the parent disagrees.

#### EVIDENCE OF PRACTICE:

- Forms and checklists used in the IEE process
- Training artifacts (agenda, presentation hand-outs, sign-in sheets, etc.)
- List of independent evaluators