

INSTRUCTIONSPECIAL EDUCATIONINDEPENDENT EDUCATIONAL EVALUATION (IEE)

The Director of Pupil Services & Special Education shall administer the D. C. Everest Area School District's (District) policy as well as reasonable and customary District practices involving Independent Educational Evaluations (IEE).

District Criteria for Obtaining an IEE at Public Expense:

1. The parents are encouraged to submit to the District a written request for an IEE. Requests should include an explanation of their reasons for disagreeing with the District's evaluation and a description of the specifics being requested of the IEE (i.e., tests, interments, and/or performances). However, the District will not deny parents a publicly funded IEE because they fail to provide the district with such a written reason for requesting an IEE.
2. Upon receipt of a parental request for an IEE, a determination will be made as to whether the district will initiate a hearing to establish the appropriateness of its evaluation or proceed with procuring an IEE. The district will respond in writing to a parent request for an IEE within fifteen (15) business days from the date that the district receives the request.
3. If the district decides to procure an IEE for the parent, the District's written response will contain the following:
 - a. A listing of the names and addresses of IEE examiners located within the local geographical area for the type of eligible assessment. The list will identify those IEE examiners who, in the District's judgement, are qualified to perform the evaluation requested by the parents.
 - b. A description of the District's criteria for selection of IEE examiners.
 - c. A summary of schedule of allowable cost (Exhibit 6172E-A) and a copy of the Request For Payment (Exhibit 6172E-B).
4. Minimum qualifications for approved publicly funded IEE examiners include the following:
 - a. The prospective IEE Examiner (examiner) shall meet the same criteria as district personnel.
 - b. The prospective examiner is encouraged to be eligible for license by the WDPI in the appropriate field. As required of district personnel, the examiner is encouraged to have been employed, full-time, by a Wisconsin public school one of the past five years. The examiner may be a recent graduate of a training program in the area being assessed as an IEE. The examiner shall submit transcripts, certification and experience verification to the Director of Pupil Services & Special Education. Failure to submit qualification documentation will be sufficient reason for the District to reject the examiner as a qualified examiner to conduct an IEE at public expense.
 - c. Medical personnel as an IEE examiner shall be licensed by the State of Wisconsin. All psychologists, social workers, counselors, and/or other comparable personnel shall also meet criteria under 4a.
 - d. The reasonable and customary cost of the District is established (Schedule of Costs - Exhibit 6172E-A).
 - e. The examiner shall not be an employee of the District.
 - h. The examiner shall have no employment or association (past, present or anticipated) with the student, family or extended family.
 - i. The examiner must be permitted to directly communicate and share information with members of the IEP Team. The examiner must also agree to release the assessment and results, including parent and teacher surveys, prior to receipt of payment for services.

- j. The examiner will complete an onsite observation when required by statute.
 - k. The examiner will meet with the school psychologist and classroom teacher(s) for the purpose of sharing results, at the District's request.
 - l. Claims shall be submitted on District approved Request for Payment form (Exhibit 6172.1E-B). Signed claims for payment will be itemized in unit costs of fifteen (15) minutes. Date, time, and purpose shall be recorded with each unit.
5. IEE will meet the District's criteria unless the parent provides a written demonstration that substantial circumstances warrant a publicly funded IEE outside the District's criteria.

Legal Reference:

Individuals with Disabilities Education Act (IDEA). Sec 34 C.F.R. s 300.502 (1999).
Wisconsin Statutes s. 115.80, 115.797

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