

# Sample Letter to Independent Educational Evaluation (IEE)

Use this sample format to write your own letter [requesting an Independent Educational Evaluation \(IEE\)](#). You may request this at any time, like any other evaluation.

**Your Name**  
**Street Address**  
**City, State, Zip**  
**Date**

**Name** (if known, otherwise use title only)  
**Title/Director of Special Education/Program Coordinator**  
**School District**  
**Street Address**  
**City, State, Zip**

**Dear Name** (if known, otherwise use title only):

**I am requesting an Independent Educational Evaluation (IEE) for my (son/daughter), (NAME) (BD: 00-00-0000). Please provide me with information about outside agencies in our area that can provide this evaluation.**

**The school conducted an evaluation** (date range of evaluation) **to determine whether (NAME) is eligible for special education programming. I disagree with the results of that evaluation for the following reasons:** (be as specific as you can; one reason may be that you don't believe that all areas of suspected disability were appropriately evaluated)

- Use bullet points if the list becomes long.
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**I have attached documentation from** (list any outside providers who provided letters supporting your request). **Please note that** (highlight any particularly important recommendations from those attached documents).

**I understand that the school can provide this IEE at no cost to me. I also understand that the school may initiate a due process hearing if denying my request. Upon request, I can provide more detail about my objections to the school's evaluation.**

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**I understand that I am an equal member of the team for development and review of an Individualized Education Program (IEP) and that I will be involved in any meetings regarding the identification, evaluation, provision of services, placement, or decisions regarding my child's access to a Free Appropriate Public Education (FAPE).**

**I understand that evaluations require my written permission, and I will be happy to provide that upon receipt of the proper forms.**

**I appreciate your help in behalf of (NAME). If you have any questions please call me at (telephone number) or email me at (email address, optional).**

**Sincerely,**

(Your Name)

**CC:** (Names and titles of anyone else you give copies to)