

Sample Letter to Request an 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: ____/____/____). **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.

PAVE's policy is to offer support, information, and training to families, professionals, and those interested in various topics. Please note that PAVE is not a legal services agency and cannot provide legal advice or representation. The information is not intended for legal counsel and should not be used as a substitute for legal advice.

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.

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)