

Northumberland County Public Schools

CRITERIA FOR INDEPENDENT EDUCATIONAL EVALUATIONS AT PUBLIC EXPENSE (IEE)

1. The parent shall submit a signed and dated written statement of what completed division evaluation with which he/she disagrees and request for an IEE at public expense.
2. An IEE shall mean an evaluation conducted by a qualified examiner or examiners who are not employed by the school division. The contracted agent for the purpose of conducting an IEE is not considered an employee for the school division.
3. The school division shall inform the parent if the proposed independent evaluator provides services to the division in addition to the IEE. An IEE shall not be conducted by an independent evaluator who otherwise or regularly contracts with the school division to provide services, unless the evaluator is agreeable to the parent.
4. The independent evaluator must be knowledgeable in the area of suspected disability and shall possess credentials (license, approval, certificate, etc.) which are the same, equivalent, or superior to those required by the school division for special education evaluations.
5. Unless unique circumstances otherwise justify an exception, the independent evaluator shall perform the independent educational evaluation within 120 miles of the school division's school board office address.
6. A list of suggested sources for an IEE may be obtained and will be provided to the parent upon receipt of a request for an IEE. The parent is not restricted to choosing an independent evaluator from this list.
7. When the independent evaluator is selected, the parent shall submit to the division the name, address, and credentials of the independent evaluator, and a signed copy of the Consent to Release and Exchange Information. The division will provide the parent with a letter to notify the evaluator that the parent has selected him/her to conduct an IEE. The letter details for the evaluator the NCPS's criteria for IEEs to ensure the evaluator's compliance. A letter will be sent directly to the evaluator, as well.
8. The IEE shall be in compliance with the provisions of the *Virginia Regulations for Governing Special Education Programs for Children in Virginia* (Effective January 25, 2010), 34CFR § 300.502 (c) and *Federal Rules*, 34 CFR § 300.500, 300.502, 300.530-300.536, and 300.540.543.
9. The independent evaluator shall submit a signed copy of his/her report to: Director of Special Education, P. O. Box 730, Heathsville, VA 22473.
10. The reasonable maximum cost of the IEE is **up to \$1500.00 (depending upon requested evaluation)**. In unique circumstances, an IEE may exceed this amount; however, written approval of the Director of Special Education of NCPS is required. Failure to obtain written prior approval to exceed the reasonable expected cost will result in non-payment by the division of the excess cost, if the evaluation is otherwise appropriate.

11. An invoice from the independent evaluator shall be submitted to the division within thirty (30) calendar days of the division's receipt of the evaluator's report. Upon determination that the IEE is in accordance with the Division's criteria and appropriately a public expense, the school division shall process payment of reimbursement of the independent evaluation to the evaluator.
12. An IEE that fails to meet the above conditions will not be eligible for payment at public expense. The parent and/or independent evaluator will be notified if any of the conditions listed above are not met. In those instances, the parent still has the right to obtain an independent evaluation at his/her own expense.
13. IEEs appropriately conducted by a qualified evaluator will be considered by the division at the appropriate special education meeting for the student in accordance with *Regulations Governing Special Education Programs for Children in Virginia* (Effective January 25, 2010).