

Memorandum

Delete all of the shaded instructions and the brackets (he/she) once you have added the correct information.

This is only an example. Make any changes necessary for the individual needs of the student.

To:

From:

Date:

Re: (Student's First & Last Name), Independent Educational Evaluation (IEE)

CC:

My (son/daughter), (Student Name), had an Evaluation/Eligibility meeting on (Date) where (he/she) qualified for special education services.

I am writing to request an Independent Educational Evaluation (IEE) at public expense for a few of the following reasons:

Examples of Suggested Wording

- The evaluation is incomplete and additional tests are needed. The evaluation performed does not accurately describe the needs (Student Name) has. A few of those areas being: cognitive, social & emotional, social communication, communication, executive functions, memory, attention, sensory processing, behavior, fine motor, visual, gross motor, adaptive skills, speech language, etc.
- (Student Name) was not evaluated in all areas of suspected disability and the evaluation does not accurately describe the needs (Student Name) has.

- Due to the documentation we have provided the school district, and the information and discussions we have had during the most recent Individualized Education Program (IEP) meetings, we are making this request.
- It is our belief that our (son/daughter) has not had an appropriate program for (his/her) unique educational, social, emotional, behavioral needs and therefore has not had access to their Free Appropriate Public Education (FAPE).
- It is important that my (son/daughter) have an assessment by a person who is not associated with the (School District Name) School District in order for (him/her) to have access to (his/her) Free Appropriate Public Education (FAPE).
- Specially Designed Instruction was predetermined by the District prior to the evaluation meeting and I do not agree with the decisions made.
- I disagree with the evaluation that was conducted by the School District.

I do realize I gave you more information than you needed, and that I wasn't required to give you reasons for my request. My intent is to work in good faith with the School District to provide an appropriate IEP for my (son/daughter).

Please respond as soon as possible and send me a copy of the School Districts policies and guidelines.

Thank you.