

An independent educational evaluation (“IEE”) is an evaluation conducted by a qualified examiner who is not an employee of the student’s school. A parent/guardian has a right to an IEE at public expense if the parent/guardian disagrees with an evaluation that the school conducted. For purposes of this policy, “evaluation” means the procedures used to determine whether a child has a disability and the nature and extent of the special education and related services the child needs. In the event the school receives a parent/guardian request for an IEE, the school must either provide the IEE at school expense pursuant to this policy or request a due process hearing to show that its evaluation is appropriate. The IEE must meet Collegium’s criteria for IEEs, which is the same criteria the school uses when it conducts its own evaluations. If Collegium requests a due process hearing and the hearing officer determines that the school’s evaluation is appropriate, the parent/guardian still has a right to an IEE, but not a public expense. Parents/guardians may only request one publicly funded IEE for each evaluation completed by Collegium.

Procedures for Requesting an IEE at Public Expense

- 1.) The parent/guardian should submit, to Collegium, a written request for an IEE. The request should include an explanation of the reasons for objecting to the evaluation completed by the school.
- 2.) After receipt of a request, Collegium will provide:
 - a. Names and contact information for IEE examiners located in the area. The list will consist of IEE examiners who, in Collegium’s judgment, are qualified to perform the evaluation requested by the parent/guardian.
 - b. A description of Collegium’s criteria for selection of IEE examiners.
- 3.) The school will not pay for an IEE unless the examiner complies with the following minimum qualifications or the parent/guardians can show unique circumstances that justify a publicly funded IEE that does not meet the criteria.
 - a. A prospective IEE examiner must hold a valid license from the state of Pennsylvania in the field related to the known or suspected disability. Further, the examiner must have training in evaluation of the area(s) of concern and the ability to interpret instructional implications of evaluation results.
 - b. The examiner must be located within 50 miles of Collegium.
 - c. The examiner may only charge fees or educational services that, in the judgment of Collegium, are reasonable.
 - d. The examiner must be permitted to communicate with the IEP team and must agree to release the assessments and results (including parent/guardian and teacher surveys) prior to payment.
 - e. If the school’s evaluation included observations of the student in one or more educational settings, the IEE shall also include at least one observation in similar settings. If the purpose of the evaluation is to address a learning disability, an observation of the student is a required component of the evaluation.

- f. The examiner shall make at least one contact with the child's general education teacher for the purpose of determining how the student is progressing in the general education curriculum. In addition, examiners are encouraged to contact others involved in general and special education.
- 4.) The maximum allowable cost of an Independent Examiner will be the average cost per hour for a similarly qualified staff member employed by Collegium during the current school year, as determined by the Director of Student Services. The maximum allowable cost shall not exceed \$1,500.00 per IEE. In the unusual event the examiner is one not typically employed by the school, such as a medical doctor, psychiatrist, clinical psychologist, or other similar professional, reimbursement of costs will be limited to reasonable charges as determined by the school. The maximum allowable cost shall not exceed \$1,500.00 per IEE.
- 5.) Collegium will not be responsible for travel costs or other related costs incurred by the parent/guardian in connection with the arrangement or attendance at the IEE, unless the parent/guardian can demonstrate that necessary and similar services are not available within the radius set forth in item 3b.
- 6.) Collegium will permit parents/guardians to attempt to demonstrate that unique circumstances may justify an IEE that exceeds the maximum allowable cost. If the IEE exceeds the maximum allowable costs and if, in the school's sole judgment, there is no justification for the excessive cost, the cost of the IEE will be funded to the school's maximum allowable cost (\$1,500 per IEE) and no further. The parent/guardian will be responsible for any remaining cost.