



GUIDELINES FOR INDEPENDENT EDUCATIONAL EVALUATIONS (IEE)

According to state and federal special education laws, parents/guardians have the right to an Independent Educational Evaluation (IEE) of their child at public expense if they disagree with an evaluation of the child conducted by the district. The Carroll County Public Schools (CCPS) has established the following procedures for obtaining an IEE and criteria for the selection of an appropriate evaluator.

Definitions

An **Independent Educational Evaluation (IEE)** is an evaluation conducted by a qualified examiner who is not employed by the CCPS.

Public expense means the district either pays for the full cost of the evaluation or ensures the evaluation is otherwise provided at no cost to the parents/guardians.

Procedure

Upon receipt of a **written** request for an IEE by a parent/guardian, the CCPS will either:

- a) File a due process complaint to request a hearing to show that its evaluation is appropriate; or
- b) Ensure that an IEE is provided at public expense.

CCPS will issue a written response approving or denying a parent/guardian's request within 30 days of receiving the written request. If the CCPS denies the parent/guardian's request for an IEE, the CCPS is required to file a due process complaint within 30 days of that decision.

If the CCPS requests a hearing and the final decision is that the CCPS' evaluation of the child is appropriate, the parent/guardian still has the right to an independent educational evaluation, but not at public expense.

Because the parent must first disagree with the district's evaluation in writing, the CCPS does not have an obligation to reimburse parents for private evaluations obtained prior to the date that the district's evaluation was completed and reviewed at an IEP team meeting. The CCPS may not be obligated to reimburse parents for privately obtained evaluations if the parent disagrees with the district's evaluation and independently seeks a private evaluation without first notifying the district in writing of their disagreements with the district's assessment and requesting an independent educational evaluation from the district.

CCPS INDEPENDENT EDUCATIONAL EVALUATION CRITERIA

1. The independent evaluator must meet the district's minimum qualifications for district personnel who perform the type of evaluation that will make up the IEE. The CCPS reserves the right to request the credentials and qualifications of each person who may administer a portion of the IEE. The independent evaluator(s) must meet the qualifications and training requirements to administer, score and interpret any evaluation instrument(s) utilized during the IEE, as specified by the test publisher.
2. Independent evaluators who will be considered for approval must be located within a radius of fifty (50) miles of Carroll County borders. Evaluators outside of this geographic area will be approved only on an exceptional basis, provided that the parent can demonstrate the necessity of using personnel outside of this geographic area. Any expenses beyond the evaluation (i.e., food, lodging, transportation, etc.) are not covered in the cost of the independent evaluation. In the case of low incidence or severe disabilities where qualified evaluators may not exist in the geographic area, this requirement may be reconsidered by the district.
3. The independent evaluator(s) shall use only the most current version of each assessment instrument utilized for the IEE.
4. All evaluation instruments must be age appropriate to the child, and be administered, scored and interpreted in conformance with the publisher's instructions and in accordance with all applicable professional criteria and standards.
5. The independent evaluator shall review the student record, including the results of evaluations conducted by the CCPS. The parent/guardian must provide their written consent for an exchange of information between the CCPS and the independent evaluator(s) **prior to** assessments being conducted.
6. As part of the contracted evaluation, independent evaluators must provide the CCPS with protocols of all assessments and a **final** written evaluation report **prior to** payment for services.
7. The independent evaluator(s) shall provide a written report of findings **simultaneously** to the parent(s) and to the CCPS. That report shall minimally contain:
 - a) the date(s) when evaluation activities were conducted;
 - b) the standard scores, along with subtest scores, of the tests administered;
 - c) a discussion and interpretation of the assessment results;
 - d) a diagnosis of the student's condition, as appropriate; and
 - e) recommendations, based on evaluation data, for the CCPS' IEP team to consider.
8. The independent evaluator will be encouraged to participate in the IEP team meeting by telephone or in person at which time the evaluation will be discussed. Reimbursement for IEP participation will be addressed in the contract as described under Cost Containment Criteria. The CCPS will ensure that a qualified staff person is present to review the independent assessor's report as well.

The CCPS will consider the findings and recommendations provided by an IEE completed in accordance with these procedures; however, the CCPS continues to be responsible for making decisions regarding your child's eligibility and need for special education services, and when the student is eligible and needs special education, for determining placement and services to be provided.

Cost Containment Criteria for Independent Educational Evaluations

The following schedule of evaluation rates will apply, and will be reviewed as needed. Total evaluation costs may be determined by adding one or more assessments together, as appropriate. Costs include: observations, administration and scoring of tests, and report writing.

Guideline Rates for:

- Psychological: up to \$2,500
- Educational: up to \$1,500
- Social/Emotional: up to \$1200
- Functional Behavioral Assessment: up to \$500
- Occupational Therapy: up to \$500
- Physical Therapy: up to \$800
- Speech and Language: up to \$700

The cost of other types of IEEs will be considered on a case-by-case basis. Costs above these amounts will be approved only if the parent can demonstrate that the costs reflect a reasonable and customary rate for such evaluative services or if the parents can demonstrate that there are other factors that make the extraordinary costs necessary. Reimbursement will not be in an amount greater than the actual cost to the parents and will be subject to proof of payment. The evaluator may directly bill the CCPS for the cost of an approved IEE.

Pre-approved IEE Evaluators

The Maryland Association of Nonpublic Special Education Facilities (MANSEF) maintains a list of evaluators who meet the CCPS' criteria for an IEE. Parents may also select their own independent evaluators, provided they fully satisfy all of the CCPS' criteria (*as set forth above*).

AGENCY NAME	CONTACT INFORMATION
MANSEF	410-938-4413

Questions

Please contact the CCPS Office of Special Education with any questions regarding the criteria for Independent Educational Evaluations at 410-751-3033.