

### Sample Letter #4: Request for an Independent Evaluation

You can request an independent educational evaluation (IEE) when you feel the school district's evaluation was incorrect, not done in your child's native language, did not address areas of need related to your child's disability, not done with the proper accommodations for your child, or any other reason you are not happy with the school's evaluation. Be sure to keep a copy of this letter, making note of who received it and the date.

*Date*

*Special Education Teacher's Name*

*Name of the Child's School*

*School's Address*

Dear *(Special Education Teacher's Name)*,

I am the parent of *(your child's full name)* who is a student in your class. *(Your child's first name)* was recently given an educational evaluation. I disagree with the results of this evaluation and I am requesting an independent educational evaluation at the expense of the school district. I understand that the school district must pay for an independent evaluation or file for a due process hearing.

I would like to have an independent evaluation done as soon as possible. Please provide me with written notice by *(specify the date one week from the date of your letter)* as to how to arrange for an independent evaluation. I would also like a copy of the school district's procedures regarding independent evaluations and a list of independent evaluators. If you have any questions or problems, please contact me at *(your daytime phone number and address)*.

Sincerely,

*(Your full name)*