

**PROCEDURE TO OBTAIN AN INDEPENDENT EDUCATIONAL EVALUATION AT  
PUBLIC EXPENSE**

**342.12-Rule**

1. Parents/guardians should submit to the District a written request for an independent educational evaluation (IEE) and may include in such request an explanation of their reasons for objecting to the evaluation obtained by the District. However, the District will not deny parents/guardians a publicly funded IEE because they fail to provide the District with such a written request or fail to provide reasons for requesting an IEE.
2. Upon receipt of a parental request for an IEE, a determination will be made as to whether the District will initiate due process to establish the appropriateness of its evaluation or proceed with procuring an IEE. The District will respond in writing to a parent/guardian request for an IEE within fifteen days from the date that the District receives the request.
3. Upon receipt of the parent/guardian's request for an IEE, the District's written response will contain the following:
  - a. A listing of the names and addresses of IEE examiners located within the Cooperative Educational Service Agency (CESA) 2 area. The list will identify those IEE examiners who, in the District's judgment, are qualified to perform the evaluation requested by the parents/guardians. If no qualified examiner exists within the CESA 2 area, the District will identify an individual located in the State of Wisconsin who can perform the evaluation.
  - b. The specific location of the evaluation. All IEE's will be performed in the District unless the parents/guardians demonstrate that unique circumstances warrant a publicly funded IEE outside the District.
  - c. A description of the District's criteria for selection of IEE examiners. A qualified IEE examiner must either hold or be eligible to hold the same licensure as that of the District's staff who conducted the evaluation or other medical personnel (e.g., physician's, nurses, psychologists, neuro-psychologists) must be licensed by the State of Wisconsin. In addition, an appropriate evaluator should:
    - Have expertise in the area of suspected disability
    - Use specific measures that address the questions or concerns
    - Complete an on-site observation whenever possible
    - Allow for reasonable follow-up and clarification of findings
    - Review appropriate school records

- Meet with appropriate school staff and parents/guardians to share findings, including
- information that would support instruction
- Release assessment results, including parent and teacher surveys, prior to receipt for
- payment of services

4. The cost per evaluator may range from \$250.00 to 500.00 for an evaluation completed by an M.S. and \$750.00 to \$1000.00 for an evaluation completed by an M.D. or Ph.D. In the event the examiner is one not typically employed by CESA 2 or the District, such as a medical doctor, psychiatrist, clinical psychologist or other similar professional, reimbursement of costs will be limited to reasonable and customary charges as determined by the District and its insurance carrier. If it is necessary for a child to be evaluated at a location out-of-district, the District may be required to pay for the expenses incurred by the parent/guardian for travel or other related costs. If the District believes that the requested expenses are unreasonable, it will request a due process hearing on this issue.

5. The District will permit parents/guardians to show that unique circumstances justify an IEE that exceeds the maximum allowable cost. If the total cost of the IEE exceeds the maximum allowable costs and the District believes that there is no justification for the excess costs, the District will, without unnecessary delay, initiate a hearing to demonstrate that the evaluation obtained by the parent/guardian did not meet the District's cost criteria.

6. The District will permit parents/guardians to have the opportunity to demonstrate that unique circumstances justify selection of an IEE examiner who does not meet the District's qualification criteria.

LEGAL REF.: Individuals with Disabilities Education Act  
Wisconsin Statutes Chapter 115.13  
Wisconsin Statutes Chapter 115, Subchapter V

CROSS REF.: 342.11-Rule, Procedure to Obtain an Independent Educational Evaluation at Public Expense  
342.1, Programs for Students with Disabilities  
411, Equal Educational Opportunities  
Special Education Policy and Procedure Handbook

APPROVED: August 2019

Waunakee Community School Board