



Building the Future
Cynthia McCabe, Ed.D.
Superintendent

Carroll County Public Schools

125 N. Court Street | Westminster, MD 21157

410-751-3000
MD RELAY 711
410-751-3030 FAX

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 their child conducted by the district. **If the CCPS has not yet conducted an evaluation of the student there is no parental right to a publicly funded IEE until the CCPS has had the opportunity to complete its own evaluation of the student.** Parents are only entitled to one IEE at public expense each time the CCPS completes an evaluation with which the parent disagrees.

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.

The 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.

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 condition may be reconsidered by the CCPS.
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 student, 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, the CCPS reserves the right to request and obtain the protocols of all assessments and must receive 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 CCPS will ensure that a qualified staff person is present to review the independent assessor's report as well. The parent has the option of inviting the independent evaluator to participate in the IEP team where the IEE is shared and considered by the CCPS. **The independent evaluator's attendance is not required for the CCPS to review and consider the results of the IEE and therefore the CCPS will not provide reimbursement related to any private evaluators' attendance who is invited by the parent.**

The CCPS will consider the findings and recommendations identified in 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.

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:

- Comprehensive evaluation (Psychological and Educational): up to \$3,500
- Psychological evaluation: up to \$2,500
- Educational evaluation: up to \$1,500
- Occupational Therapy evaluation: up to \$1000
- Physical Therapy evaluation: up to \$900
- Speech and Language evaluation: up to \$900

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 the CCPS' criteria (*as set forth above*).

AGENCY NAME	CONTACT INFORMATION
MANSEF	410-938-4413 mansef@aol.com

Questions

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