

DATE

SENT VIA (fax or email is common)

[Add District contact info]

Re: Student Name D.O.B. xx/xx/xx

Dear **XXXXXX**

Please allow this correspondence to serve as **[Parent name(s)]** (Parents) request for **XXXXXXX** School District's (District) approval of Independent Educational Evaluations ("IEE") at public expense pursuant to 34 C.F.R. § 300.502(b) for **Student Name**. At this time, Parents disagree with the following district assessments: **[List the Name and the Date of Each of Assessment]**

As you are aware, the above assessments fall significantly below the minimum legal standards required, fail to evaluate in all areas of need, and make recommendations for services and placement that are contradictory to the results of the testing. Therefore, Parents request IEEs in the areas of: **(See suggested list below and add here as needed)**

These IEEs are requested at public expense.

Please be advised that if the District refuses to fund the IEEs, Parents reserve the right to obtain them and seek reimbursement. Please respond "without unnecessary delay." 34 C.F.R. § 300.502(b)(2).

If you should have any questions feel free to contact me.

Sincerely,

Your Name
Contact Information

Possible Evaluations:

(1) psycho-education; (2) speech and language; (3) occupational therapy; and (4) behavior. **(Be sure to delete this before sending)**