

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE 342.11- INDEPENDENT EDUCATIONAL EVALUATION

- A. The parents should submit to the school district a written request for an 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 a publicly funded IEE because they fail to provide reasons for requesting an IEE.
- B. 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 request for an IEE within fifteen school days from the date that the district receives the request.
- C. If the district decides to procure an IEE for the parents, the school district's written response will contain the following:
 - 1. A listing of the names and addresses of IEE Examiners located within the Cooperative Educational Service Agency (CESA) 6 area. The list will identify those IEE Examiners who, in the school district's judgment, are qualified to perform the evaluation requested by the parents. If no qualified examiner exists within the CESA 6 area, the district will identify an individual located in the State of Wisconsin who can perform the evaluation.
 - 2. The specific location of the evaluation. All IEE's will be performed in the school district unless the parents demonstrate that unique circumstances warrant a publicly funded IEE outside the school district.
 - 3. A description of the school district's criteria for selection of IEE examiners.
- D. Minimum qualifications for IEE Examiners: the following are the school district's minimum qualifications to be approved as an IEE Examiner. Prospective examiners with credentials other than those listed below will not be approved unless the parents can show unique circumstances which justify a publicly funded IEE by an examiner who does not meet the school district's criteria:
 - 1. The prospective IEE Examiner (the "Examiner") must be licensed by the Wisconsin Department of Public Instruction, or hold a college or university degree in the appropriate field of expertise. Physicians, nurses, psychiatrists, and non-school psychologists must be licensed by the State of Wisconsin.
 - 2. The Examiner must be located in the vicinity of the school district.

3. The Examiner must charge fees for educational evaluation services, which, in the judgment of the school district, are reasonable.
 4. The Examiner shall not be an employee of the school district.
 5. The Examiner shall have no employment, ownership interest or association, past or present, with private schools or private instructional service agencies who are in the business of educating preschool to high school age students. The Examiner shall have no membership or active association with organizations that advocate the interests of parents in the area of educating children with disabilities.
 6. The Examiner shall have no history of consistently acting as an expert witness against public schools.
 7. The Examiner must be permitted to directly communicate and share information with members of the IEP Team. The Examiner must also agree to release the assessment and results, including parent and teacher surveys, prior to receipt for services.
- E. The maximum allowable cost for an Examiner will be the average cost per day or hour for a similarly qualified staff member employed by CESA 6 during the current school year as determined by the CESA 6 Director of Special Education. In the event the examiner is one not typically employed by the school 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 school district and its insurance carrier. Travel expenses for the Examiner (i.e., food, lodging, transportation, etc.) are not covered in the cost of the IEE. The district shall not be responsible for reimbursement of travel costs or other related costs incurred by the parents in connection with their arrangement of, or their attendance at the IEE.
- F. In the event the IEE is ordered by an Administrative Law Judge (ALJ) as part of a due process hearing pursuant to Wis. Stat. Sec. 115.80 or as part of a mediation session conducted pursuant to Wis. Stat. 115.797, the ALJ or mediator may determine the qualifications of the examiner and the cost to be reimbursed by the district.

ADOPTION DATE: June 9, 2008

REVISION DATE(S): November 26, 2018

REVIEW DATE(S): September 12, 2018; March 23, 2023

CROSS-REFERENCE: Policy 342.11 Independent Educational Evaluation

LEGAL REFERENCE: