**Description:** If you disagree with the results of the district’s evaluation and the eligibility determination, it is your right to request an outside or independent educational evaluation (IEE). This worksheet provides a sample letter to make such a request.

**Sample Letter Request for an Independent Educational Evaluation**

Parent/Guardian’s name  
Address  
City, State, Zip Code  
Daytime Telephone

Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Principal or Special Education Director)  
Local School District  
Address  
City, State, Zip Code

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am the parent of\_\_\_\_\_\_\_\_\_\_ who is in the \_\_\_ grade at \_\_\_\_\_\_\_\_\_\_\_\_(school). I am writing to inform \_\_\_\_\_\_\_(school) that I disagree with \_\_\_\_\_\_\_\_’s (school) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (type-evaluation) performed by \_\_\_\_\_\_\_\_\_\_\_\_ (evaluator’s name) on \_\_\_\_\_\_ (date).

(If you want to you can briefly state why you disagree with the evaluation, e.g., it did not evaluate your child in all areas of suspected disability. However, parents are not required to explain why they disagree with the evaluation.)

I am requesting an Independent Educational Evaluation (“IEE”) at public expense pursuant to the Individuals with Disabilities Education Act (“IDEA”). I look forward to your response no later than one week from the date of this letter. As you are aware, the IDEA requires you to respond to my request without unreasonably delay.

Sincerely,

Your name

cc: include others who you think might need to know about your request.