

<b>Series</b>	<b>300</b>	<b>Instruction</b>
<b>Section</b>	<b>340</b>	<b>Education Program</b>
<b>Procedure</b>	<b>342.11P</b>	<b>District Procedure For Independent Evaluations</b>

#### Procedure to Obtain an IEE at Public Expense

1. 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 the District with such a written request or fail to provide reasons for requesting an IEE.
2. Upon receipt of 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 days from the date the District receives the request.
3. If the District decides to procure an IEE for the parents, the School District's written response will contain the following:
  - a. A listing of the names and addresses of IEE Examiners located with the Cooperative 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.
  - b. The specific location of the evaluation. All IEEs will be performed in the School District unless the parents demonstrate that unique circumstances warrant a publicly funded IEE outside the School District.
  - c. A description of the School District's criteria for selection of IEE Examiners (Appendix A)
4. The cost per evaluator may range from \$250 to \$500 for an evaluation completed by an M.S. and \$750 to \$1,000 for an evaluation completed by an M.D. or Ph.D. In the event the Examiner is one not typically employed by CESA 6 or the Kewaskum 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. The District shall not be responsible for charges as determined by the School District and its insurance carrier. 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.
5. The Kewaskum School District will permit parents to show that unique circumstances justify an IEE which exceeds the maximum allowable cost. If the total cost of the IEE exceeds the maximum allowable costs and if, in the School District's sole judgment, there is no justification for the excess costs, the cost of the IEE will be funded up to the School District's maximum allowable cost and no further. The parents shall be responsible for any remaining cost. When insurance will cover all or partial costs of the IEE, the School District will request that the parents have their insurance pay the IEE costs covered by their insurance. However, parents need not ask their insurer to cover the IEE costs if such action would result in a financial cost to the parents, such as an increase in premiums for the discontinuance of the policy.
6. In the event the IEE is ordered by an Administrative Law Judge (ALJ) as part of a due process hearing pursuant to Wis. Stat. 115.90 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 costs to be reimbursed by the District.

#### All independent evaluators must:

- Have an area of expertise in suspected disability
- Use specific measures that address the question or concerns

- Complete an on-site observation
- Work with a team of experts (versus a single report)
- Located locally for reasonable accessible follow-up and clarification of findings
- Capable of completing a functional assessment
- Review appropriate school records
- Meet with appropriate school psychologist and classroom teachers
- Hold a Ph.D. or other comparable degree in their area of expertise
- 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 of payment for services.