

Memorandum

To:

From:

Date:

Re: (Student's First & Last Name), Independent Educational Evaluation (IEE)

My student, (Student Name), had an Evaluation/Eligibility meeting on (Date) where (he/she) qualified for Special Education and Related Services.

I am requesting an Independent Educational Evaluation (IEE) at public expense for a few of the following reasons:

- I disagree with the evaluation results.
- The evaluation is incomplete and does not cover all areas of suspected disability.
- The evaluation does not accurately describe the needs (Student Name) has.

I realize I gave more information than needed, and that I wasn't required to give you reasons for my request. My intent is to work in good faith with the School District to provide an appropriate IEP for my (son/daughter).

I look forward to your response. Please send me a copy of the School Districts policies and guidelines.

Thank you.