

FAIRFIELD AREA SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES

INDEPENDENT EDUCATION EVALUATION (IEE)

5245

5245.1 Parental Request for IEE

Parents should submit to the School District a written request for an IEE. This should include an explanation of their reasons for objecting to the evaluation obtained by the School District. However, the School District will not deny parents a publicly funded IEE because they fail to provide the School District with such a written request or failure to provide reasons for requesting an IEE.

5245.2. District's Written Response

Upon receiving a parental request for an IEE, the School District will determine whether it will initiate a due process hearing to establish the appropriateness of its evaluation or proceed with ensuring that an IEE is provided at public expense. The School District will respond in writing to a parent request for an IEE within 15 school days from the date that the School District receives the request.

If the School District decides that an IEE will be made available at public expense, the School District's written response to the parents will contain the following information:

5245.2a. A list of the names and addresses of IEE Examiners located within the Lincoln Intermediate Unit No. 12 (LIU) service area. The list will identify those professionals who, in the School District's judgment, meet the same criteria that the School District uses when it initiates an evaluation and selects an examiner. If the School District cannot identify a qualified examiner within the LIU service area, it will identify an individual located in the State of Pennsylvania, who is qualified to perform the evaluation. Parents shall be given the opportunity to provide information to the School District that demonstrates the unique circumstances to justify the selection of an IEE Examiner who does not meet the School District's qualification criteria.

5245.2b. IEEs may be provided within the School District or at an approved provider's office outside of the school district. Should the parents select an IEE provided by the LIU, the evaluation will occur in the School District or at the LIU, during the regular school day.

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5245

- 5245.2c. A description of the School District's criteria for selection of IEE Examiners.

5245.3 Minimum Qualifications for IEE Examiners

The following minimum qualifications for professionals conducting IEEs are consistent with the School District's criteria for selecting examiners when initiating an evaluation. IEE's conducted by examiners with credentials or characteristics other than those listed below may not be provided by the School District at public expense.

- 5245.3a. An examiner must be certified and/or licensed in Pennsylvania by the appropriate credentialing board in their professional field (e.g., Pennsylvania Licensing Board, Pennsylvania Department of Education). For psychological evaluations, psychologist must be certified as a School Psychologist by the Pennsylvania Department of Education or hold certification by the National School Psychology Certification Board (e.g., NCSP).
- 5245.3b. The examiner must be located within the LIU service area, unless there is no qualified professional to provide such an evaluation within the noted area.
- 5245.3c. The examiner must charge fees for educational evaluation services that, in the judgment of the School District, are reasonable and consistent with regional cost for services.
- 5245.3d. The examiner shall not be an employee of the School District.
- 5245.3e. The examiner must be permitted to directly communicate and share information with members of the school-based team (permission to release information must be obtained from parents). The School District will allow the examiner to conduct in class observations if this is deemed a required component of the evaluation. The examiner must provide the School District with the assessment results and testing information, including parent and teacher surveys, prior to receipt of payment for services.

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5245

5245.4. Examiner Costs

The maximum allowable cost for an examiner will be consistent customary charges for such services within the geographic region. The allowable cost will be determined by obtaining rates from three regionally located providers and average the costs or by determining customary reimbursement provider for such services by insurance carriers. If the School District believes the requested expenses are unreasonable, it may decline to provide the full cost of the IEE and initiate a due process hearing to challenge the provision of the IEE at public expense.

Parents may submit information for the School District to consider that demonstrates unique circumstances justifying an IEE examiner whose credentials or characteristics are different than the criteria used by the School District and explains why expenses exceed the maximum allowable cost.

In the event the IEE is ordered as part of a due process hearing or as part of a mediation session conducted, the hearing officer or mediator may determine the qualifications of the examiner. The IEE in this situation will be conducted at public expense.

5245.5 Due Process Hearing

If a dispute or disagreement arises regarding the parent's right to obtain an IEE at public expense, the selection of an IEE Examiner, the location of the evaluation, or the maximum allowable cost of the IEE, the School District will, without unnecessary delay, initiate a due process hearing to demonstrate that the evaluation obtained by the parent did not meet the agency's criteria.