

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 the IEE.
2. Upon receipt of a parental request for an IEE, a determination will be made as to whether the district will initiate either a mediated IEP meeting or due process will be initiated to establish the appropriateness of its evaluation or proceed with procuring an IEE. Decisions resulting from such due process will be implemented in accordance with local, state and federal regulations as outlined in the Special Education Handbook.
3. When an IEE is requested by parents, and the district decides to procure an IEE, the school district's written response will provide the following information:
 - a. A listing of the names and addresses of IEE Examiners located within the Cooperative Educational Service Area (CESA) 2 area for the type of assessment needed. The list will identify those IEE Examiners who, in the school district's judgment, are qualified to perform the evaluation requested by the parents. Parents may select an examiner who is not on the list, however, parents must ensure that the IEE meets the criteria of the Parkview School District if they want a publicly funded IEE. These criteria include the qualifications of the examiner, the location of the evaluator, and fees. If no qualified examiner exists within the CESA 2 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 the IEE Examiners.
4. Minimum Criteria for IEE Examiners. The following are the school district's minimum criteria 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:
 - a. The prospective IEE Examiner (the "Examiner") must be licensed or eligible to hold a license by the Wisconsin Department of Public Instruction in the appropriate field. Physicians, nurses, psychiatrists, neuropsychologists, and other medical personnel must be licensed by the State of Wisconsin.
 - b. The Examiner must be located in the CESA 2 area.
 - c. An independent special education evaluation will be limited to a total cost of \$1,500.
 - d. 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 the receipt of payment and services.
 - e. The Examiner may complete an onsite observation as part of the evaluation. Criteria for any evaluation that requires a classroom observation, such as learning disability, must be completed by the IEE. Prior notice and appropriate communication with building/district is required.

- f. The Examiner will be capable of completing a functional assessment if appropriate to the type of evaluation.
 - g. In the event that the Examiner is not one typically employed by CESA 2 or the Parkview 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 school district will not be responsible for reimbursement or travel costs or other related costs incurred by the parents in connection with their arrangement of, or their attendance at the IEE unless the school district determines that necessary services are not available within the CESA 2 area. If the school district determines that requested expenses incurred during an IEE are unreasonable, the school district will request a due process hearing on this issue in accordance with legal requirements.
5. The school district will initiate a mediated IEP or due process hearing that will permit parents to demonstrate other factors that make the extraordinary costs necessary to justify an IEE, which exceeds the maximum allowable costs. If the total cost of the IEE exceeds the maximum allowable costs and, if through a mediated IEP or a due process hearing, there is no justification for the excess cost, 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 costs. 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 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; the discontinuance of the policy; a decrease in available lifetime coverage, or an out-of-pocket cost such as payment of a deductible.

CROSS REF.: 411 - Equal Education Opportunities
342.11 –Rule - Procedure to Obtain an IEE at Public Expense
342.1 - Special Education
Special Education Handbook

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