



PASADENA UNIFIED SCHOOL DISTRICT

Special Education Department

351 S Hudson Ave
Pasadena, CA 91109

GUIDELINES FOR INDEPENDENT EDUCATIONAL EVALUATIONS

The following sections provide guidelines and/or procedures for special education staff, administrators, and families after the school district receives a request for an independent educational evaluation (IEE). The format of these guidelines is intentionally designed to provide an overview of the laws surrounding IEEs.

I. Definitions

Independent Educational Evaluation (IEE) means an evaluation conducted by a qualified evaluator who is not employed by the Pasadena Unified School District (“District”). Parents are entitled to an IEE at public expense only after (1) a District assessment has been conducted, and (2) Parents requested an IEE based on disagreement with a District assessment.

Public expense means that the local educational agency either pays for the full cost of the IEE or ensures that the IEE is otherwise provided at no cost to Parents/Guardians.

II. Parents Request for Independent Educational Evaluations

Parents have the right to request an IEE at public expense, if they disagree with an evaluation completed by the District. Parents are entitled to only one IEE at public expense for each evaluation conducted by the District with which Parents disagree. Consistent with the statute of limitations, Parents must make a request for an IEE within two years of the date of presentation of the District assessment with which they disagree at an IEP team meeting.

Parents must indicate in writing to the District or inform the District at an IEP meeting that they disagree with a specific evaluation conducted by the District and that they are requesting an IEE at public expense. If Parents make an oral request for an IEE outside of an IEP team meeting, District staff shall inform Parents that they must provide the request in writing and offer to assist Parents in putting the request in writing and shall assist Parents if requested.

If Parents request an IEE, the District must, without unnecessary delay, either –

- 1) Ensure that an IEE is provided at public expense, unless the agency demonstrates in a hearing pursuant to the requirements of the IDEA that the evaluation obtained by Parents did not meet agency criteria; or
- 2) File a request for a due process hearing to show that its evaluation is appropriate.

If Parents request an IEE at public expense, Staff may ask Parents the reason why they object to the evaluation conducted by the District. However, the District may not require Parents to explain their reasons and may not unreasonably delay either providing an IEE at public expense or initiating a due process hearing to defend its evaluation.

If the District initiates a hearing and the final decision is that the evaluation conducted by the District was appropriate, Parents/Guardians still have the right to an IEE, but not at public expense.

III. Procedure following Parents Request for an Independent Educational Evaluation

Once Parents communicate their disagreement with the evaluation(s) completed by the District and request an IEE at public expense, the following procedures will be followed:

1. The PUSD will determine whether to initiate a due process hearing to establish the appropriateness of its evaluation or proceed with providing an IEE.
2. In the event that Parents/Guardians request to utilize an evaluator who does not meet this SELPA criteria, the District shall provide Parents the opportunity to demonstrate that there are unique circumstances to justify their selection of such an evaluator. The District will then make a determination as to whether to use the requested evaluator, despite the fact that the requested IEE evaluator does not meet agency criteria, and respond to Parents with a prior written notice.
3. Parents will receive a copy of these IEE Guidelines which includes the agency criteria for IEEs.
 - a. Parents will be provided with a list of potential evaluators with information as to how these evaluators may be contacted.
 - b. The list is not intended to be exhaustive and is not intended to limit Parents options in obtaining an IEE from other qualified professionals who meet the agency criteria outlined in this policy.
4. Parents will be required to sign a release and exchange of information between the IEE evaluator(s) and the District.
5. Upon receipt of the signed release and exchange of information between the IEE evaluator(s) and the District, the IEE evaluator will arrange for the completion of the IEE through setting up a service contract, with the IEE evaluator.
6. IEE evaluators will be expected to conduct an appropriate evaluation and write reports documenting the findings of the evaluation, that must be provided to the District.
7. Following the District's receipt of the IEE report, the District will work with Parents to schedule an IEP team meeting to review the results of the IEE. The IEE evaluator will be invited to the meeting to review the results of his/her report.
8. Student's IEP team, including Parents, shall consider the results of any IEE, at an IEP team meeting.
9. If Parents obtains an independent evaluation at private expense and provides a copy of the evaluation to the District, the results of the evaluation will be considered by the District at an IEP team meeting.

III. Independent Evaluations Not Funded by the District

The District does not have an obligation to reimburse Parents/Guardians for privately obtained evaluations completed prior to the date that the District's evaluation is completed and discussed at an IEP Team meeting.

IV. Requirements of Independent Education Evaluators

1. Except as referred to here in Sections IV (2) and (6), the District will not impose conditions or timelines related to the time required to conduct an IEE at public expense.
2. The criteria under which an IEE is obtained at public expense, including the location of the evaluation, minimum qualifications of the evaluator, cost limits, and use of approved instruments, must be consistent with the criteria set forth in these IEE Guidelines, and those that the District requires with regard to its own evaluations.
3. IEE evaluators must agree to release their assessment information, testing protocols, report, and results to the District prior to receipt of payment for services. The results of the IEE will be considered by the student's IEP team.
4. Prior to conducting the IEE, the independent evaluator[s] will enter into a services contract with the District, which contains terms related to the service to be provided, the expectation of the District, and the amount of payment to be provided for the service.
5. If the District observes students in conducting its evaluations, the independent evaluator will be provided with an equivalent opportunity to observe the child in the current educational setting and in the event the District is considering an alternative educational setting, to observe the District's proposed setting.
6. The District shall define the nature and scope of an independent evaluator's in-class observations consistent with the right to an equivalent opportunity to observe, but also consistent with its obligations to prevent unnecessary disruption in the class and to protect the privacy interests, health and safety of other students. These parameters may include, but are not limited to, identifying the time constraints of such observation, District personnel who will participate in the observation and limitations on student/teacher interactions.
7. As part of the contracted IEE, independent evaluators must:
 - i. Attend relevant IEP Team meetings by phone or in person to discuss their findings,
 - ii. Provide protocols of the assessments, and
 - iii. Provide a written report prior to the IEP Team meeting. The written report must meet the requirements of the Individuals with Disabilities Education Act (IDEA) and California Education Code Section 56327.

V. Location Limitations for Evaluators

IEE Evaluators must be located within the boundaries of Los Angeles, Orange, San Bernardino and/or Riverside Counties. Evaluators outside of this area will be approved only on an exceptional basis by the District if Parents can demonstrate there is a unique need for a specialized evaluation and that there are no qualified evaluators within the specified area who can appropriately assess their child’s educational needs.

Minimum Qualifications for Evaluators

Evaluators must meet qualifications specified in California Education code or they will not be approved unless Parents can demonstrate the appropriateness of using an evaluator meeting other qualifications. (E.C. 56320(b)(3); E.C. 56329)

Type of Assessment	Qualifications
Academic Achievement	<ul style="list-style-type: none"> ● Credentialed Special Education Teacher ● Credentialed School Psychologist ● Licensed Educational Psychologist
Adaptive Behavior	<ul style="list-style-type: none"> ● Credentialed School Psychologist ● Licensed Educational Psychologist ● Board Certified Behavior Analyst
Assistive Technology/Augmentative Alternative Communication	<ul style="list-style-type: none"> ● Credentialed or Licensed Speech/Language Pathologist ● Certified Assistive Technology Specialist ● Credentialed Special Education Teacher ● Registered/licensed Occupational Therapist
Auditory Acuity	<ul style="list-style-type: none"> ● Licensed or Certificated Audiologist
Auditory Perception/Auditory Processing	<ul style="list-style-type: none"> ● Credentialed School Psychologist ● Licensed Educational Psychologist ● Licensed or Credentialed Speech/Language Pathologist ● Licensed or Certificated Audiologist (Central Auditor Processing Deficit)
Cognitive Functioning	<ul style="list-style-type: none"> ● Licensed Educational Psychologist ● Credentialed School Psychologist
Functional Behavior Assessment	<ul style="list-style-type: none"> ● Credentialed Special Education Teacher ● Credentialed School Psychologist ● Licensed Clinical Psychologist ● Licensed Educational Psychologist ● Board Certified Behavior Analyst (BCBA)
Health	<ul style="list-style-type: none"> ● Licensed Physician; or ● School or Registered Nurse
Motor	<ul style="list-style-type: none"> ● Credentialed School Psychologist ● Registered Occupational Therapist ● Licensed Educational Psychologist ● Credentialed Adapted Physical Education Teacher ● Registered/licensed Physical Therapist
Speech and Language/ Communication	<ul style="list-style-type: none"> ● Credentialed or Licensed Speech/Language Pathologist
Social/Emotional	<ul style="list-style-type: none"> ● Credentialed School Psychologist ● Licensed Educational Psychologist ● Licensed Psychiatrist ● Licensed children's social worker (LCSW) ● Board Certified Behavior Analyst BCBA

Vision Acuity/Developmental Vision	<ul style="list-style-type: none"> • Credentialed Teacher of the Visually Impaired <ul style="list-style-type: none"> • Credentialed School Nurse • Vision Specialist • Licensed Ophthalmologist or Optometrist
Vision (Functional)	<ul style="list-style-type: none"> • Credentialed Teacher of the Visually Impaired
Visual Perception/Visual Processing/ Visual Motor Integration	<ul style="list-style-type: none"> • Credentialed School Psychologist • Licensed Occupational Therapist • Licensed Educational Psychologist

VI. Cost Limitations for Evaluations

The cost of an IEE shall be comparable to those costs that the District incurs when it uses its own employees or the going rate in the Greater Los Angeles County area. Costs include: observations, record review, administration and scoring of tests, report writing, and attendance in person or by phone at an IEP Team meeting. Reimbursement will be in an amount no greater than the actual cost paid by Parents and will be subject to proof of payment. The cost limitations are as follows:

Type of Assessment	Cost Limitation
Assistive Technology	\$1,500
Auditory Acuity - CAPD	\$1,000
Educationally Related Mental Health Assessment	\$3,500
Functional Behavioral Assessment	\$3,500
Health (including Neurologic)	\$500
Motor – OT	\$2,000
Motor – OT	\$1,500
Motor APE	\$1,000
Speech & Language	\$3,000
Speech & Language w/AAC	\$4,000
Vision Acuity & Developmental Vision	\$1,750
Full Psycho-educational (Rate allowed depends on components tested such as academic, adaptive behavior, cognition, social-emotional etc.)	\$6,000
Neuro-Psychological (Rate allowed depends on components tested such as academic, adaptive behavior, cognition, social-emotional etc.)	\$6,500