**Instructions**:

This sample request for LEA/District funding of an Independent Educational Evaluation (IEE).

Each portion of the letter you have to fill in is designated by text enclosed in brackets [example]. The text inside the brackets describes the information that you need to provide in the space.

[PARENT NAME

ADDRESS

CITY, STATE, ZIP CODE

PHONE NUMBER

EMAIL ADDRESS]

[DATE]

**SENT VIA EMAIL: [Email Address]**

[LEA/ School Site/ District Administrator's Name

School Name

School Address

City, State Zip Code]

**RE: Request for an IEE for [Your child’s name, birthdate]**

Dear [LEA/ School Site/District Administrator's Last Name & Title]

In determining whether a child has a disability under the IDEA, the District is obligated to conduct a comprehensive evaluation under 34 CFR §300.304, which requires the use of a variety of assessment tools and strategies to gather relevant functional, developmental, and academic information about the child. Specifically, information about the child’s learning difficulties related [area(s) assessed], is important in determining the nature and extent of the child’s disability and educational needs. The IEP team, including Parents, are responsible for gathering and considering all relevant information when appropriately developing an IEP that meets the unique needs of the child. Specifically, the IEP team needs to consider information specific to a condition or diagnosis when developing an IEP. 34 CFR §§300.306(a)(1), (c)(1) and 300.308.

I am writing to notify [Public Agency] that we disagree [LEA/ School District] assessment [Date and Type of Assessment] was a comprehensive evaluation pursuant to 34 CFR § 300.304, and for these reasons we are requesting an Independent Educational Evaluation (IEE) at public expense pursuant to California Education Code §56329(b) and 34 C.F.R. Section 300.502.

I look forward to your response no later than one week from the date of this letter. As you know, the law requires that you respond without “unnecessary delay”.

Sincerely,

[Your Name, Relation to Child]