

INDEPENDENT EDUCATION EVALUATIONS (IEE) ADMINISTRATIVE PROCEDURES

A parent who disagrees with an evaluation performed or obtained by Chester County Family Academy Charter School ("Charter School") may request an independent educational evaluation ("IEE") at public expense to the extent allowed by applicable state and federal regulations. If the request is received verbally, the staff member who receives the IEE request shall inform the parent that the staff member is forwarding the request to the CEO/CAO/Principal. The staff member is to forward the request to the CEO/CAO/Principal without delay.

The CEO/CAO/Principal or his/her designee shall take the following steps to the extent that they remain consistent with applicable state and federal regulations regarding IEEs:

1. Upon receiving a parental request for an IEE, the CEO/CAO/Principal will determine whether the Charter School 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.
2. The CEO/CAO/Principal may, upon receipt of the request for an IEE, request that the parent state her reasons for disagreement with the evaluation conducted or proposed by the Charter School. However, the CEO/CAO/Principal shall not require the parents to do so and shall not delay the process for providing or disputing an IEE.
3. Within ten school days of receipt of a request for an IEE from a parent, the CEO/CAO/Principal of Charter School shall issue a NOREP and Procedural Safeguards Notice to the Parent in which the CEO/CAO/Principal either approves or denies the request for the IEE.

If the CEO/CAO/Principal decides that an IEE **will not** be made available at public expense, the CEO/CAO/Principal or his/her designee must file a Due Process Hearing Request with the Office for Dispute Resolution and notify the parent in writing that Charter School has done so. The parent must be copied on the Due Process Hearing Request in the same manner as it is sent to the Office for Dispute Resolution. The parent must be provided with a copy of the Procedural Safeguards Notice upon filing of a Due Process Hearing Request.

If the CEO/CAO/Principal decides that an IEE **will** be made available at public expense, the parent must receive written documentation from the CEO/CAO/Principal with the NOREP and the Procedural Safeguards Notice. The written documentation must include the following:

1. Charter School will pay for an IEE provided the IEE meets all of the requirements of an appropriate evaluation as defined in the enclosed Charter School IEE policy. (The IEE policy will also be included with the written documentation).
2. The CEO/CAO/Principal shall provide a list of qualified independent evaluators to the parent in the discipline requested.
3. Charter School will not pay for the IEE until the CEO/CAO/Principal receives from the evaluator a complete copy of a report of that evaluation and determines that the evaluation meets all of the requirements of Charter School's policy.
4. Directions that the parent is responsible for arranging for the IEE and for ensuring that the evaluator contacts the CEO/CAO/Principal to arrange for payment of the evaluation.
5. If the evaluation has already been conducted and paid for, the correspondence shall advise the parent that Charter School will not reimburse the parent for the IEE until it receives a complete and un-redacted copy of the report of the evaluation and determines that the evaluation meets all of the requirements of the Charter School IEE policy and documentation substantiating that the parent paid for or is responsible to pay for the costs of the evaluation requested to be reimbursed.
6. The IEE shall be reviewed by the student's IEP and/or MD team and considered with respect to the provision of FAPE to the student. Where necessary and/or warranted as required by law, a team meeting shall be convened to discuss the results of the IEE and any changes in the provision of FAPE proposed as a result of the IEE.