



Guidelines for Independent Educational Evaluations

Pursuant to the Individuals with Disabilities Education Act (IDEA), a parent has the right to an Independent Educational Evaluation (IEE) of their student at public expense if they disagree with an evaluation obtained by the student's Local Educational Agency (LEA). An IEE is an evaluation conducted by a qualified examiner or examiners who are not employed by the LEA responsible for the education of the student. A parent is entitled to only one IEE at public expense each time the LEA conducts an evaluation with which the parent disagrees.

Requests for IEEs should be submitted to the Arlington Public Schools (APS) Office of Special Education via email at iee@apsva.us or via mail at: Arlington Public Schools, Office of Special Education, Director of Elementary Special Education, 2110 Washington Blvd., 2nd Floor, Arlington, Virginia 22204.

Upon receipt of a request for an IEE, APS will provide the parent information about where an IEE may be obtained and the applicable criteria for IEEs. APS has the right, within its discretion, to request a due process hearing regarding a request for an IEE.

The Regulations Governing Special Education Programs for Children with Disabilities in Virginia provide that "... the criteria under which the evaluation is obtained, including the location of the evaluation and the qualifications of the examiner, shall be the same as the criteria that the local educational agency uses when it initiates an evaluation."

Consistent with these regulations, APS has established the following criteria:

- I. Evaluators must:
 - A. Hold a current license from the Virginia Board of Education, or its equivalent if practicing in Maryland or the District of Columbia; or
 - B. Hold a current license from the Virginia Department of Health Professions permitting the evaluator to practice within their field within the Commonwealth of Virginia, or its equivalent if practicing in Maryland or the District of Columbia.
 - C. Be in good standing with the relevant regulatory body, including not being currently subject to suspension, probation, or other disciplinary sanction, in any state the provider holds a license.
 - D. Practice within a fifty-mile radius of Arlington County, Virginia.
 - E. Complete a contractor certification form regarding criminal convictions.
- II. The following standards and guidelines shall be adhered to when conducting evaluations:

- A. Prior to conducting an evaluation of a student, the evaluator must first provide documentation sufficient in the discretion of APS to verify satisfaction of the criteria identified in Paragraph I above and receive confirmation from APS that they have been approved to conduct the evaluation.
 - B. The evaluation shall be conducted in an office, school facility, or other appropriate professional setting. The complete evaluation must be administered by the individual whom APS approved to conduct the evaluation.
 - C. All tests are to be administered individually.
 - D. Unless prior arrangements have been made with and approved by APS, the most recent edition of a test, rating scale, or otherwise must be used.
 - E. All tests must be administered and scored in accordance with the instructions in the test manual.
 - F. All tests or subtests that comprise a scale or cluster must be administered and standard scores for the scale or cluster must be reported.
 - G. Tests are to be selected to ensure that each identified area of educational concern is addressed.
 - H. All tests must be racially and culturally nondiscriminatory and must be validated for the specific purpose for which they are used.
 - I. Materials and procedures used to assess a child with limited English proficiency must be selected and administered to ensure they measure the extent to which the child has a disability and needs special education, rather than measuring the child's English language skills.
 - J. All tests must be provided and administered in the child's native language or other mode of communication unless it is clearly not feasible to do so.
 - K. Tests are to be selected and administered to ensure the results accurately reflect the child's aptitude or achievement level or whatever other factors the tests purports to measure rather than reflecting the child's impaired sensory, motor, or communication skills. The only exception to this would be those cases in which the skills are factors that the test purports to measure.
 - L. Informal and/or nonstandard measures may be used to supplement the formal assessment.
- III. The following standards and guidelines shall be adhered to regarding evaluation reports:
- A. Relevant behavioral observations are to be described within the report.
 - B. If an assessment was not conducted under standard conditions, a description of the extent to which it varied from standard conditions must be included in the evaluation report.

- C. An appendix of all scores obtained from administered tests must be provided with the report. The report should include a validity statement asserting that tests were selected based on cultural and linguistic factors and results are considered to be valid.
 - D. Individual evaluators are expected to maintain objectivity in reporting their findings. The evaluator shall refrain from making specific recommendations for placement or eligibility since state regulations stipulate these decisions are to be made by a multi-disciplinary committee.
 - E. Any recommendations for additional evaluations are to be made to the school team for consideration.
- IV. The following fees, costs, and payable rates have been established by APS:

Evaluation Type	Fees
Psychological	Up to \$2,500
Educational	Up to \$1,500
Neuropsychological	Up to \$4,000
Sociocultural	Up to \$600
Speech/Language	Up to \$950
Occupational Therapy	Up to \$850
Physical Therapy	Up to \$850
Functional Behavioral Assessment	Up to \$2,000
Assistive Technology	Up to \$1,200
Audiological	Up to \$400
Auditory Processing	Up to \$1,000
Vision Assessments	Up to \$400
Other Assessments	Up to \$500

- V. Procedures for submission of invoices for payment:
- A. Evaluators must **simultaneously** submit copies of the evaluation reports with original signatures to the APS Office of Special Education **and** the parent. The APS Office of Special Education will provide the original report to the student's school-based team.
 - B. An invoice for the evaluation, a W-9 form, and an [APS Stars Vendor Application](#) must be submitted by email to the APS Office of Special Education at iee@apsva.us or via certified mail to:

Arlington Public Schools
Office of Special Education
Director of Elementary Special Education
2110 Washington Blvd., 2nd Floor
Arlington, Virginia 22204

If there are questions regarding these guidelines, please contact the APS Elementary or Secondary Director of Special Education at (703) 228-6040.