



Office of Special Education  
2110 Washington Boulevard, 2<sup>nd</sup> Floor  
Arlington, Virginia 22204  
703-228-6040

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## 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 Compliance Specialist via email at [colleen.koval@apsva.us](mailto:colleen.koval@apsva.us) or via mail at Arlington Public Schools Office of Special Education Compliance Specialist 2110 Washington Blvd., 2<sup>nd</sup> 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 IEE. 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

- 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.

- 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 multidisciplinary 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

- 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 Compliance Specialist 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 Compliance Specialist at [colleen.koval@apsva.us](mailto:colleen.koval@apsva.us) or via certified mail to:

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Office of Special Education  
Compliance Specialist  
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If there are questions regarding these guidelines, please contact the APS Elementary or Secondary Director of Special Education.