HAWTHORN DISTRICT 73
Learning For All. Every One. Every Day.

Hawthorn District 73
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Vernon Hills, IL 60061

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INDEPENDENT EDUCATIONAL EVALUATION PROCEDURES AND CRITERIA

I. DEFINITION OF INDEPENDENT EDUCATIONAL EVALUATION

An independent educational evaluation ("IEE") is an evaluation of a student that is conducted by a qualified examiner who is not employed by the School District.

II. RESPONSE TO REQUEST FOR INDEPENDENT EDUCATIONAL EVALUATIONS

A. Parents/guardians have the right to request an IEE of their child at public expense if they disagree with an evaluation conducted or obtained by the District.

B. A parent/guardian who seeks an IEE at public expense must submit a request in writing to the Superintendent, the Assistant Superintendent of Student Services, or the Directors of Student Services. Within seven (7) school days of the Superintendents, Assistant Superintendent of Student Services, or Director of Student Services receipt of a parent's written request for an IEE at public expense, the District will either:

(1) Inform the parent/guardian that the District agrees to the IEE at public expense and provide the parent/guardian/guardian with a copy of the District's IEE procedures and criteria; or

(2) File a request for an impartial due process hearing with the Illinois State Board of Education ("ISBE") to show that the District's evaluation is appropriate.

III. CRITERIA FOR INDEPENDENT EDUCATIONAL EVALUATIONS

A. Qualifications of Independent Evaluators

(1) The parties may utilize an independent evaluator from the ISBE's Illinois Independent Evaluators Registry (available on the ISBE's website at https://www.isbe.net/Pages/IIER.aspx) or the District's list of qualified evaluators, if any. Alternatively, the parties may select an independent evaluator that does not appear on either list, but the IEE must meet all of the District's criteria, including but not limited to criteria related to the qualifications of the independent evaluator, location of the evaluation, process and content of the IEE, and the costs of the IEE, unless otherwise mutually agreed by the District and the parent/guardian.

(2) The independent evaluator must have a principal place of business within Region 1 of the ISBE's Illinois Independent Evaluators Registry (map attached), unless otherwise

mutually agreed upon by the District and the parent/guardian.

(3) The independent evaluator must be free of any conflict of interest in performing the evaluation. Conflict of interest includes, but is not limited to, an individual who has provided services or evaluated the student previously or an individual with a close personal or professional relationship with the family.

(4) The following list identifies the credentials required to conduct certain types of evaluations under 23 Ill. Admin. Code §226.840. Where no requirements are established, an evaluation may be performed by an individual who is qualified to administer it according to the technical specifications of the publisher.

TYPE OF EVALUATION	**REQUIRED QUALIFICATIONS OF EVALUATOR**
Academic Performance	Professional educator license or approval issued under 23 Ill. Admin. Code 226.800 or 226.810 as appropriate for the age or disability of the child, or professional educator license with a school support personnel endorsement for school psychologist or school counselor. [105 ILCS 5/Art. 21B; 23 Ill. Admin. Code Part 1; 23 Ill. Admin. Code Part 25]
Adapted Physical Education	Professional educator license endorsed for physical education with approval in adapted physical education [23 Ill. Admin. Code 25.43]
Assistive Technology	To the extent that a test is used in performing this assessment, qualification for administering the test according to the instructions provided by the test's publisher.
Audiological	License to practice as an audiologist issued by the Department of Financial and Professional Regulation pursuant to the *Illinois Speech-Language Pathology and Audiology Practice Act* [225 ILCS 110]
Clinical Psychological	License issued pursuant to the *Clinical Psychologist Licensing Act* [225 ILCS 15]
Cultural Background Assessment	Professional educator license with a school support personnel endorsement for school psychologist, school social worker, or school counselor
Hearing Screening	License to practice as an audiologist issued by the Department of Financial and Professional Regulation pursuant to the *Illinois Speech-Language Pathology and Audiology Practice Act* [225 ILCS 110]; professional educator license with a school support personnel endorsement for speech and language pathologist or special preschool - age 22 endorsement for speech and language pathologist [23 Ill. Admin.

	Code 25.43 or 25.252]; or certificate of training issued by the Department of Public Health [77 Ill. Admin. Code Part 675]
Learning Processes Evaluation	Professional educator license with a school support personnel endorsement for school psychologist or LBS I endorsement
Medical Review	Meet the requirements set forth in 23 Ill. Admin. Code 226.160, as applicable
Neurological Evaluation	Licensure/registration issued by the Department of Financial and Professional Regulation pursuant to the *Medical Practice Act of 1987* [225 ILCS 60]
Occupational Therapy Evaluation	Certificate/registration issued by the Department of Financial and Professional Regulation pursuant to the *Illinois Occupational Therapy Practice Act* [225 ILCS 75]

Orientation/Mobility	Certification for orientation/mobility instruction and evaluation [Certified Orientation and Mobility Specialist, Academy for Certification of Vision Rehabilitation and Education Professionals, 4732 North Oracle Road, Suite 217, Tucson AZ 85705, or predecessor credential issued by the Association for Education and Rehabilitation of the Blind and Visually Impaired, 1703 North Beauregard Street, Suite 440, Alexandria VA 22311]
Physical Therapy Evaluation	Certificate/registration issued by the Department of Financial and Professional Regulation pursuant to the *Illinois Physical Therapy Act* [225 ILCS 90]
Psychiatric Evaluation	Licensure/registration issued by the Department of Financial and Professional Regulation pursuant to the *Medical Practice Act of 1987*
School Psychological	Professional educator license with a school support personnel endorsement for school psychologist
Social Developmental Study (Adaptive Behavior, Cultural Background, Family History)	Professional educator license with a school support personnel endorsement for social worker, school counselor, or school psychologist [23 Ill. Admin. Code 25.215, 25.225, or, as applicable, 25.230 or 25.235]
Speech and Language Assessment	Professional educator license with a speech and language pathologist endorsement [23 Ill. Admin. Code 25.252]
Vision Screening	Certificate of training issued by the Department of Public Health [77 Ill. Adm. Code Part 675]

(5) If a parent/guardian wishes an evaluator to have specific credentials in addition to those required above, the parent/guardian and the District must agree on (a) the qualifications of the evaluator, and (b) the specific evaluations to be completed, prior to the initiation of

an IEE at public expense. If agreement cannot be reached, the District will initiate an impartial due process hearing within the time frame established by State law.

B. Process and Content of IEE

Unless otherwise mutually agreed by the District and the parent/guardian in writing, an IEE must meet all of the following requirements:

(1) The IEE must conform to all regulatory requirements of 34 C.F.R. §§300.304 (evaluation procedures), 300.305 (additional requirements for evaluations), 300.309 (determining the existence of a specific learning disability), and 300.310 (observation), as well as the applicable provisions of 23 Ill. Admin. Code §§226.110 - 226.160. (Copies of these regulations are available at www.ecfr.gov and www.ilga.gov, or from the District upon request.)

(2) The evaluation instruments must be chosen on the basis of their relevancy to the student's academic or functional performance or domain area to be addressed by the evaluation.

(3) The IEE must include consultation with:

(a) The student and his/her parent(s)/guardian(s);

(b) School personnel currently working with the student regarding the student's school performance (*i.e.,* educational progress, interaction with others, and other functioning in the school environment), services, program, and placement; and

(c) Private service providers who work with the student, if any, and/or review of private treatment records (subject to the parent's/guardian's written authorization for disclosure of such information).

(4) The IEE must include a review of the student's school records.

(5) The IEE must include observation of the student in his/her learning environment in accordance with 105 ILCS 5/14-8.02(g-5). Note: In order to limit distractions in and/or disruption to instructional or other school activities and to ensure the confidentiality of student record information, such observations must be: (a) preceded by a written statement by the independent evaluator of the purpose and requested duration of the visit(s); (b) scheduled in advance to be conducted at mutually agreeable dates and times; and (c) in compliance with the requirements of federal and State law and Board policy and procedures relative to student records/confidentiality. See the District's form, *Request to Access Classroom(s) or Personnel for Special Education Evaluation Purposes*.

(6) The IEE must be explained in a written report.

(7) Prior to the start of the evaluation, the evaluator must have the parent's/guardian's (and, when applicable, the student's) written consent to exchange information with the District, including but not limited to releasing the assessment information and a written report to the District directly.

(8) The IEE must be completed within sixty (60) school days from the date of the Superintendent's receipt of the parent's/guardian's written request unless (i) the District initiates an impartial due process hearing, or (ii) the parent/guardian or the District offers reasonable grounds to show that the 60-school-day period should be extended.

C. IEE Costs and Payment

(1) The amount to be paid for an IEE that is conducted at the District's expense will be limited to the usual and customary rate for such types of evaluations within Region 1 of Illinois Independent Evaluators Registry, and the total cost of the IEE must not exceed:

(a) $6500.00 for medical, psychiatric, and neuropsychological evaluations,unless mutually agreed upon by the District and Parents/Guardians; and

(b) $4500.00 for clinical psychological evaluations, unless mutually agreed upon by the District and Parents/Guardians; and

(c) $2000.00 for any other evaluation, unless mutually agreed upon by the District and Parents/Guardians.

(2) IEE costs will include reimbursement to the parent/guardian for mileage (at the then-current IRS-approved rate), tolls, and parking costs in connection with travel to/from the independent evaluator's primary place of business. However, if the parent/guardian selects an independent evaluator located outside of Region 1, the parent/guardian will be responsible for all travel costs.

(3) IEE costs will include a reasonable time for the independent evaluator's participation (in person or by phone) in the IEP meeting to consider the results of the IEE, if requested by the District.

(4) Payment will be made to the independent evaluator directly only after the District has (a) received the written IEE report and, if requested, the test protocols (b) been provided with opportunity to discuss the IEE results with the evaluator, if requested, (c) conducted the IEP meeting to review the results of the IEE, and (d) received an invoice.

(5) If the independent evaluator requires advanced funding for the IEE, the District will reimburse the parent/guardian after all of the requirements in Section III.C(4) have been met, unless the parent/guardian shows that funding of the IEE in advance would effectively deny the right to an IEE (*e.g.*, the student qualifies for free or reduced school lunches).

D. Unique/Extraordinary Circumstances

If a parent/guardian believes that there is no appropriate evaluator for the child's individual needs that meets all of the District's IEE criteria, or that there are circumstances necessitating an evaluation that does not meet all of the District's IEE criteria, the parent/guardian will be given the opportunity to explain any unique/extraordinary circumstance(s) that he/she believes justifies deviation from the District's IEE criteria. The District may request documentation in support of

the parent's/guardian's explanation.

IV. REVIEW OF INDEPENDENT EDUCATIONAL EVALUATION AT DISTRICT EXPENSE

A. The District will provide the parent/guardian with a Notification of Conference for an IEP meeting to consider the IEE results. The Notification of Conference will be sent by the District within ten (10) calendar days after receiving the written IEE report.

B. If requested by the District and at District expense, the independent evaluator must participate (in person, by phone, or virtually) in the IEP meeting to consider the results of the IEE.