

 **Sample: IEE Request Letter**

For Chapter 3: Procedural Safeguards, page 19

Your Name
Street Address
City, State, Zip Code
Telephone number
E-mail Address

Date

Administrator's Name
Title
School Name
School Address
City, State, Zip Code

Re: Request for an IEE for Your child's name, birthdate

Dear Mr./Ms. Administrator's Last Name

Child's name, was evaluated by District's name on date(s). I am writing to notify District's Name that I disagree with District's assessment Date and Type of Assessment and am 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 disagree with the evaluation because briefly explain your reasons.

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."

If you need more information, please contact me.

Sincerely,

Your name, Relation to child
Your contact information