

INDEPENDENT EDUCATION EVALUATIONS (IEE) ADMINISTRATIVE PROCEDURES

A parent who disagrees with an evaluation performed or obtained by the Urban Pathways K-5 College 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 Chief Executive Officer (“CEO”) or designee. The staff member is to forward the request to the CEO or designee without delay.

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

The CEO or designee, may, upon receipt of the request for an IEE, request that the parent state the reasons for disagreement with the evaluation conducted or proposed by the Charter School. The CEO or designee shall not require the parents to do so, however, and shall not delay the process for providing or disputing an IEE.

Within ten school days of receipt of a request for an IEE in writing from a parent, the CEO or designee shall issue a NOREP and Procedural Safeguards Notice to the Parent in which the CEO or designee either approves or denies the request for the IEE.

If the parent refuses to consent to the decision not to provide an IEE, the CEO or designee must file a Due Process Hearing Request with the Office for Dispute Resolution and notify the parent in writing that the 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 or designee consents to provide an IEE, the parent must receive written documentation from the CEO or designee with a Permission to Re-evaluate which should state what the Charter School is proposing by way of testing to serve as prior written notice to Parent of the Charter School’s intent, and also a Procedural Safeguards Notice. If the situation is one where, in addition to the request for an IEE, Parent has already disagreed with a NOREP as to all or part of the proposed programming by the

Charter School, then another NOREP should also be issued to establish that Student's IEP programming will continue, in accordance with the prior IEP, if Parent has not filed for due process or with the currently recommended NOREP, if Parent has disagreed but not filed for due process. The written documentation must also include the following:

(1) The 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 or designee shall provide a list of qualified independent evaluators to the parent in the discipline requested.

(3) The Charter School will not pay for the IEE until the CEO or designee receives from the evaluator a complete copy of a report of that evaluation and determines that the evaluation meets all of the requirements of the Charter School's policy.

(4) A request that the parents consider accessing reimbursement for all or part of the evaluation from public or private sources of insurance or reimbursement, together with a clear assurance that the parent is not required to do so and that the Charter School would pay any cost not covered by such sources;

(5) A request that Parents sign a Release of Records to allow the Charter School to send student records to the Independent Evaluator and for the Independent Evaluator to be allowed to release all information obtained from Parents during course of independent evaluation to the Charter School.

(6) The criteria used by the Charter School for their own evaluations, which are applied to independent evaluators, as set forth in the IEE Board Policy, include:

- Production of required current state and federal child abuse and criminal clearances;
- Confirmation and production, of required licensure/certification to perform the independent evaluation;

- Agreement to comply with FERPA given review and use of Student's Personally Protected Information in evaluation process;
- Production of professional liability and workers compensation insurance as evaluator is an independent evaluator and not an employee of the Charter School;
- Email of the IEE report to Parent(s) and Charter School simultaneously;
- Compliance with federal, state and local health directives given the continuing COVID pandemic.

(7) The IEE shall be reviewed by the student's Multi-Disciplinary IEP 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/or any Reevaluation Report performed by Multi-Disciplinary IEP School Team after review of the IEE report. A Meeting may also include discussion and offering of changes in the provision of FAPE proposed as a result of the IEE and/or the Reevaluation Report.