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5 Simple Steps for scheduling an Independent Educational Evaluation (IEE)

- 1) Make your request for an IEE to the local educational agency (LEA) (district or school if charter). If they have not already evaluated your child, they have a right to do so first.
- 2) Once your request for IEE is approved by your LEA, give them your preferred providers name and contact information as the provider for the IEE.
- 3) The LEA will then contact your preferred provider and send their policies regarding an IEE. The payment details will be worked out between the LEA and your chosen provider.
- 4) Your chosen provider will be back in touch with you to schedule testing and to gather necessary information from you.
- 5) After testing, observations, rating scales, etc. are completed, the completed report will be forwarded to parent and school district.