**Independent Educational Evaluation (IEE) Request Letter**

[Parent Name]
[Parent Address]
[City, State, ZIP]
[Email Address]
[Phone Number]

[Date]

Via Certified Mail / Email
[Superintendent / Director of Special Education]
[School District Name]
[District Address]
[City, State, ZIP]

Re: Request for Independent Educational Evaluation (IEE) for [Child’s Name, DOB]

Dear [Superintendent / Director of Special Education],

I am the parent of [Child’s Full Name], a student at [School Name] in [Grade]. I am writing to formally request an Independent Educational Evaluation (IEE) at public expense pursuant to the Individuals with Disabilities Education Act (IDEA), 34 C.F.R. § 300.502, as well as Wyoming Department of Education regulations, including Chapter 41 (Special Education) and Chapter 56 (Rules for the Identification and Education of Students with Dyslexia).

Reasons for Request
1. Suspected Dyslexia: [Child’s Name] exhibits persistent difficulties with decoding, fluency, spelling, and written expression. These difficulties are strongly aligned with dyslexia, as defined in WDE Chapter 56, Section 3(b), which requires that students with suspected dyslexia be appropriately screened and evaluated.

2. Inadequate District Evaluation: The district’s most recent evaluation did not include the comprehensive, evidence-based assessments required to identify dyslexia under Chapter 56 and federal law. Critical areas such as phonological awareness, rapid naming, orthographic processing, working memory, and reading fluency were not sufficiently assessed. Without this data, the evaluation fails to provide an accurate basis for instructional planning or service eligibility.

3. State Obligations Under Chapter 56: Wyoming’s Chapter 56 rules require districts to identify students with dyslexia and ensure that instruction and intervention are evidence-based, explicit, systematic, and cumulative. Without a valid evaluation, the district cannot comply with these state requirements or ensure that my child receives instruction that meets their needs.

4. Right to a Free Appropriate Public Education (FAPE): Under IDEA, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act (ADA), my child has the right to FAPE. A legally sufficient evaluation is essential to determining eligibility and providing appropriate services.

5. Legal Right to IEE: Per 34 C.F.R. § 300.502(b)(1), when parents disagree with a district’s evaluation, they are entitled to request an IEE at public expense. I disagree with the district’s evaluation because it was incomplete and did not address all areas of suspected disability, specifically dyslexia and related reading difficulties.

6. Development of an Appropriate IEP: We believe this IEE is also necessary to ensure the development of an appropriate Individualized Education Program (IEP), one that recommends the necessary specialized services and interventions a child with dyslexia requires in order to make meaningful educational progress.

Request
Accordingly, I request that the district, without unnecessary delay, provide me with:

- Written assurance that it will fund an Independent Educational Evaluation (IEE) by a qualified professional with expertise in dyslexia and related disorders, following the criteria established by WDE; or
- Notice that the district is initiating due process to defend the appropriateness of its evaluation, as required by 34 C.F.R. § 300.502(b)(2).

Timeline
Please provide your written response within five (5) business days of this request, consistent with federal and state regulations requiring timely action.

Thank you for your attention to this matter. My goal is to ensure that [Child’s Name] receives the comprehensive evaluation and instruction to which they are entitled under both federal law and Wyoming’s Chapter 56 dyslexia regulations.

Sincerely,

[Parent Full Name]
Parent of [Child’s Full Name]