

Nationally Certified
School Psychologist

Margaret J. Kay, Ed.D.

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Pennsylvania Licensed
Psychologist PS003431L

Pennsylvania Certified
Elementary Guidance Counselor

Pennsylvania Certified
School Psychologist

Retainer Contract for Independent Educational Evaluation

The undersigned parent(s) hereby authorize(s) Margaret J. Kay, Ed.D. NCSP to complete an Independent Educational Evaluation (IEE) for (name).

The undersigned agree(s) to be responsible for payment of all professional service fees accrued in connection with completion of the Independent Educational Evaluation (IEE) as indicated below:

Retainer to Hold Date	Due Test Date	Due Report Date	Total IEE Cost
\$250.00 (<i>non-refundable</i>)	\$1000.00	\$1250.00	\$2500.00

All evaluations are performed by Dr. Margaret J. Kay and all reports are prepared by Dr. Kay *with the exception of computer-generated test reports and analyses that will be attached to Dr. Kay's report.*

All evaluations include a **1 hour consult to review evaluation findings.**

Parents are invited to all consultation sessions and may bring teachers or other individuals if they wish.

Extraneous costs for in-school observations, letter preparation, IEP and ER reviews, phone consultations, school meetings and expert witness testimony in legal proceedings will be billed in accordance with the office fee policy that is currently in effect.

FEE AGREEMENT

The undersigned agrees to pay for services at the rates outlined above. Failure to attend a scheduled appointment without 24-hour notice of cancellation will result in a charge of one-half the cost of the scheduled appointment. Failure to pay at the time of service will result in a finance charge on the total balance.

Signed: _____ Date: _____

Witness: _____ Date: _____

Diplomate, American Board of Psychological Specialties with Forensic Specialization in Educational and School Psychology