



Book	Policy Manual
Section	2000 Program
Title	Copy of RECORDING OF IEP TEAM MEETINGS
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#### 2461 - RECORDING OF IEP TEAM MEETINGS

The recording of IEP Team meetings is permitted~~prohibited unless it is necessary~~ in order for a parent to understand the IEP process and/or his/her child's IEP, or otherwise necessary to implement other parental rights under the IDEIA, Section 504 of the Rehabilitation Act of 1973, as amended, and/or the Americans with Disabilities Act, as amended.

- A. If a parent believes that audio recording an IEP Team meeting is necessary, s/he should notify the Director of Special Education in writing, preferably at least two (2) school days before the IEP Team meeting, of his/her desire to audio record the meeting and the reason the recording is required, along with documentation of a disability, if any. The Director of Special Education will notify the parent of the status of the request and the need for any clarification~~at least one (1) school day~~ before the meeting if s/he intends to deny the parent's request to record the meeting.
- B. If the District representative denies the request, s/he will state in writing the reasons for the denial, and alternative options or accommodations to permit the parents to understand the IEP, the IEP process or to implement the parents' rights.~~Authorized exceptions to the general prohibition against the audio recording of IEP Team meetings will typically involve situations when a parent or other IEP Team member has a disability recognized under Section 504/ADA or a language barrier that would preclude the individual's ability to understand and/or meaningfully participate in the IEP process, and creating an audio recording of the meeting will remove the barriers to access to the IEP process. The District representative may ask for documentation of the existence of any such disability or language barrier. If a parent is permitted to audio record the meeting, s/he must use his/her own recording device and the District will similarly record the meeting.~~

Video recording an IEP Team meeting is prohibited, unless it is required to permit a parent to access the IEP process, ensure that the parent is able to understand the IEP or implement the IEP, it only video recording the IEP meeting will~~effectively remove a parent(s) barrier to access to the IEP process caused by a disability. Documentation of the parent's disability and need for accommodations is~~A health care provider's verification of this necessity will be required.

If the District records an IEP Team meeting, the resulting recording shall become a part of the student's educational record and will be maintained in accordance with State and Federal law.

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Legal  
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