



## **Recording a Section 504 or IEP Meeting**

District 125's standard practice is that Section 504 and IEP meetings may not be recorded unless all team members agree to the recording. A parent, or guardian, requiring the recording of a Section 504 or IEP meeting in order to meaningfully participate due to a disability, or other impacting factor, must request the accommodation 10 days prior to the meeting so that an exception to the standard practice can be considered. If the basis for the request is the parent's disability, the parent must provide a written statement from a physician licensed to practice medicine in all of its branches, a licensed physician assistant (PA), or a licensed Advanced Practice Registered Nurse (APRN) documenting the parent's disability along with an explanation as to why the parent requires the meeting recorded as an accommodation for the disability. The request to record the Section 504 or IEP meeting as a disability accommodation must be submitted to the Superintendent or designee or the Building Principal consistent with Board Policy 8:70. If the basis for the request is another impacting factor, such as a parent's limited English proficiency, the accommodation request must be submitted to the Superintendent or designee or the Building Principal 10 days prior to the meeting so that an exception to the standard practice can be considered. When the Superintendent or designee or the Building Principal determines that recording the Section 504 or IEP meeting would constitute a reasonable accommodation, the parent must be allowed to record the Section 504 or IEP meeting, even if all team members do not agree. Whenever a Section 504 or IEP meeting is recorded, the Building Principal should ensure that a second recording is made so that it becomes a part of the student's temporary record maintained by District 125. The Superintendent or designee or the Building Principal may determine that an alternative reasonable accommodation will be provided by District 125 to ensure the parent's meaningful participation at the Section 504 or IEP meeting. Section 504 or IEP meetings must not be broadcasted in any form, including on social media. If participation at a Section 504 or IEP meeting involves the use of telephone or video conferencing, the meeting must not be recorded through those alternative participation methods, unless an exception has been authorized by District 125.

**OUR MISSION: SUCCESS FOR EVERY STUDENT**