



Audio Recording Directions - IDEA & 504

Before the meeting

- Once a parent/guardian requests to audio record, email a copy of: [Request to Record IDEA/504 Meeting](#) to the parent
- Determine if the meeting is in-person or Zoom
 - If in person, ensure that Quicktime is downloaded on your computer
 - Practice using Quicktime
 - If the meeting is via Zoom, ensure that you are proficient with the recording option
- Make a hard copy of the [Request to Record IDEA/504 Meeting](#) in case the parent does not fill it out ahead of the meeting

During the meeting

- Ensure that the parent/guardian has completed the [Request to Record IDEA/504 Meeting](#) prior to the meeting starting
- At the start of the meeting, begin recording using your preferred method (Quicktime or Zoom)
- State that the meeting is being recorded and then proceed with the meeting
- At the conclusion of the meeting, stop the recording

After the meeting

- Save the file to your computer
 - Use this format for the title of the file: FIRST_LAST_DATE_DEPT
 - Example for Special Education: Kathy_Testkid_08-19-21_IDEA
 - Example for Section 504: Kathy_Testkid_08-19-21_504
- Send the file to Kathy Haley
 - Option 1: Upload the file to a google folder and share the folder with Kathy
 - Option 2: Airdrop the file to Kathy at DAC or to your Process Coordinator
- Delete the file from google folder after Kathy confirms that she has it (if applicable)
- Delete the file from your laptop