



REQUEST TO RECORD IEP/504 MEETING

The school district values relationships with parents and believes that trust, transparency, and open dialogue is critical to effectively serving our students. Although we are concerned that recording meetings does not foster trust and may serve to stifle open dialogue, we do not prohibit a parent/legal guardian of a student from audio recording a meeting held under the IDEA or Section 504 of the Rehabilitation Act. The recording of any other meeting with school staff is prohibited under Policy KKB/2420. **In order to record a meeting, written notice must be provided to the student's case manager (IEP) or counselor (504) at least 24 hours prior to the meeting.** Secret recording without notice and video recording are prohibited and will be treated as a violation of policy. If a parent/legal guardian provides appropriate notice of recording, the school district may also record the meeting.

Name _____ Student's Name _____

Relationship to Student _____

Date and Time of Meeting Requesting to Record _____

Type of Meeting Requesting to Record _____

Means of Recording (phone, digital recorder, iPad, etc.) _____

Reason for Requesting to Record (optional) _____

If approved to record, I agree to abide by the school district's Recording Rules at all times during the meeting.

_____ Date

_____ Signature

FOR INTERNAL USE:

Request submitted to _____ Via (email, in person, etc.) _____

Date and Time Received _____ Approved/Not Approved _____



RULES FOR RECORDING IEP/504 MEETINGS

1. Only a parent or legal guardian is permitted to record meetings held under the IDEA or Section 504 of the Rehabilitation Act.
2. Parents/Legal Guardians are only permitted to **audio** record meetings held under the IDEA or Section 504 of the Rehabilitation Act. No video recording is permitted by parents/legal guardians.
3. No recording is permitted unless the parent/legal guardian has submitted a Request to Record form and been informed that their request to record has been approved. Such approval will not be withheld if the parent/legal guardian has complied with applicable law and board policy.
4. No secret recording is allowed. A parent/legal guardian who has been approved to record a meeting will make their recording device visible at all times during the meeting and will verbally announce at the beginning of the meeting that they are audio recording.
5. If the school district suspects that the parent/legal guardian is video recording, the parent/legal guardian may be required to demonstrate their recording is audio only.
6. Any team member will be permitted to indicate during the meeting if the audio recording is impacting their ability to engage in free expression and open dialogue regarding the issues being discussed.
7. Parents/Legal Guardians recording meetings are not permitted to alter the original content of audio recording for release to any third party.
8. If a parent/legal guardian releases all or a portion of an audio recording of a meeting, the school district may respond regarding the accuracy of the recording, misleading context of the recording, or in any other manner permitted by law.
9. Parents/Legal Guardians agree to save the audio recording of any meeting in its original form if notified by the school district of the need to preserve the recording for legal purposes.
10. Failure to abide by applicable law, board policy, and the recording rules may impact a parent/legal guardian's ability to record future meetings.