

Policy

BOARD OF EDUCATION
HORTONVILLE AREA SCHOOL DISTRICT

PROGRAM
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RECORDING OF IEP TEAM MEETINGS

In order to facilitate parents' ability to fully participate in the IEP process, parents of students with disabilities are ordinarily permitted to audio record IEP Team meetings in accordance with the procedures set forth.

- A. Parents wishing to audio records an IEP Team meeting must utilize their own recording device and tapes and provide notice to the District prior to the date of the scheduled IEP Team meeting.
- B. Parents must obtain the consent of any staff member or other participant in the IEP meeting prior to the meeting in order to tape record the meeting. If any members of the IEP team does not consent to an audio recording of the meeting, the parent will not be permitted to record the meeting, but other accommodations will be made if the tape recording is requested for the parent, due to his/her own disability, to access the IEP process.
- C. If parent(s) elects to audio record an IEP Team meeting, the District will also record the meeting and maintain as a student records, in accordance with State and Federal law.

Video recording an IEP Team meeting is prohibited, unless it is required to permit a parent to access the IEP Process, to ensure that the parent is able to understand the IEP or implement the IEP, or if it will effectively remove a parent(s) barrier to access the IEP process caused by a disability. Documentation of the parent's disability and need for accommodations is 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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