

## CHAPTER 5.0 – STUDENTS

<b>RECORDING IEP MEETINGS</b>
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<b>5.712</b>
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The use of audio recording devices at IEP meetings will be permitted upon advance written notification of a parent of a student with an IEP plan.

A parent seeking to record their student's IEP meeting shall request to do so in writing at least 48 hours in advance of the scheduled IEP meeting. The written request shall be directed to the ESE liaison at the student's school who shall then notify the school-based administrator. The school-based administrator shall thereafter notify the District's ESE department administrators.

If an IEP meeting is recorded, the school-based ESE liaison shall ensure that the school also records the meeting. Use of a digital recorder is preferred, if possible. The school-based ESE liaison shall be responsible for ensuring the District's recording is properly recorded and maintained. All such recordings shall be made a part of the student's IEP file. Any recording shall be maintained and treated as an educational record in accordance with state and federal law.

If an IEP meeting is recorded, all District personnel shall make best efforts to not identify other students during the meeting.

STATUTORY AUTHORITY: F.S. 1001.41; F.S. 1001.42; F.S. 1001.49; F.S. 1001.51

LAWS IMPLEMENTED: 20 U.S.C. 1400-1482; F.S. 1003.57; F.S. 1003.571; F.S. 1003.5715; FAC 6A-6.03028; 34 CFR 300.321; 34 CFR 300.322; 34 CFR 300.300

ADOPTED: