



**NEOLA of OHIO**  
JOINT VOCATIONAL SCHOOL DISTRICTS

*Handwritten initials/signature*

**BOARD OF EDUCATION**  
\_\_\_\_\_ **SCHOOL DISTRICT**

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**REVISED POLICY - VOL. 34, NO. 1**

**RECORDING OF IEP TEAM DISTRICT MEETINGS INVOLVING STUDENTS  
AND/OR PARENTS**

**[SELECT OPTION # 1 OR OPTION # 2]**

**[OPTION #1]**

**Recording of IEP Team and 504 Meetings**

☒ In order to facilitate parents' ability to fully participate in the IEP **and/or 504** process, parents of students with disabilities are ordinarily permitted to audio record IEP Team meetings **and 504 Team meetings** in accordance with the **following** procedures: ~~set forth.~~

- A. Parents wishing to audio record an IEP Team meeting **or 504 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 **or 504 Team** meeting.
- B. If parent(s) elects to audio record an IEP Team meeting, the District will also record the meeting.

**[OPTION #2]**

**Recording of IEP Team and 504 Team Meetings**

☐ The recording of IEP Team meetings **and 504 Team meetings** is prohibited unless it is necessary in order for a parent to understand the IEP process **or 504 process** and/or his/her child's IEP **or 504 Plan**, or otherwise necessary to implement other parental rights under the IDEIA, Section 504 of the Rehabilitation Act of 1973, as amended, and/or the Americans with Disabilities Act, as amended.

- A. If a parent believes that audio recording an IEP Team **or 504 Team** meeting is necessary, s/he should notify \_\_\_\_\_ [Director or Director of Pupil Services or Director of Special Education] in writing, preferably at least two (2) school days before the IEP Team **or 504 Team** meeting, of his/her desire to audio record the meeting and the reason the recording is required. \_\_\_\_\_ will notify the parent at least one (1) school day before the meeting if s/he intends to deny the parent's request to record the meeting.



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- B. If the District representative denies the request, s/he will state in writing the reasons for the denial. Authorized exceptions to the general prohibition against the audio recording of IEP Team meetings **and 504 Team meetings** will typically involve situations when a parent or other IEP Team **or 504 Team** member has a disability recognized under Section 504/ADA or a language barrier that would preclude the individual's ability to understand and/or meaningfully participate in the IEP process **or 504 process**. The District representative may ask for documentation of the existence of any such disability or language barrier. If a parent is permitted to audio record the meeting, s/he must use his/her own recording device and the District will similarly record the meeting.

**[END OF OPTIONS]**

**Recording of Other District Meetings Involving Students and/or Parents (e.g., Parent-Teacher Conferences)**

**[SELECT OPTION #3 or OPTION #4]**

**[OPTION #3]**



Parents are permitted to audio record meetings with the District provided they notify the District prior to the date of the scheduled meeting of their intent to record the meeting. If a parent provides the requisite notice and is permitted to audio record the meeting, s/he must use his/her own recording device and the District will similarly record the meeting.

**[OPTION #4]**



~~Parents are prohibited from audio recording meetings with the District unless a parent or District staff member has a disability recognized under Section 504/ADA or a language barrier that would preclude the individual's ability to understand and/or participate in the meeting. The District representative may ask for documentation of the existence of any such disability or language barrier. If a parent is permitted to audio record the meeting, s/he must use his/her own recording device and the District will similarly record the meeting.~~

**[END OF OPTIONS]**



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| Video recording an ~~IEP Team~~ **any District** meeting is strictly prohibited.

| **Parents and students are expressly prohibited from using covert means to make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices within a student's book bag or on the student's person.**

| If the District audio records an ~~IEP Team~~ **any** 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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