

Republic R-III School District
GUIDELINES FOR PARENTS



The District will take whatever action is necessary to ensure a parent/guardian understands the discussion that takes place at IEP/Section 504 meetings and the decisions that result. In some instances, it may be appropriate for the **parent or legal guardian** to audio record IEP or Section 504 meetings. Beginning with the 2021-2022 school year, the creation of an audio recording will be permitted during IEP or Section 504 meetings in the following circumstances:

1. The District requires the parent(s) or legal guardian(s) to provide notice that they intend to record the meeting 24 hours prior to the date of the meeting.
2. The parent or legal guardian may be asked to articulate the reasons why they feel it is necessary to record the meeting.
3. Only audio recording will be permitted.
4. Only the parent or legal guardian will be permitted to create an audio recording of the meeting.
5. When an audio recording is made of an IEP/Section 504 meeting by the parent or legal guardian, the District will also create an audio recording and the District's copy of the audio recording will be maintained and treated as an educational record under Missouri and federal law.
6. The parent or legal guardian will be asked to state at the beginning of the meeting whether or not they are recording the meeting and identify the device being used. The recording device must be kept in plain sight during the meeting.
7. Any permitted recording activity must be made in such a way as not to distract from or intrude upon the meeting.
8. The parent(s) or legal guardian(s) must provide their own audio equipment and materials for audio recording.
9. The audio recording and/or transcript thereof will not become a part of the IEP itself or any other document or record prepared as a part of the IEP or Section 504 process.
10. In order to promote trust and support the full articulation of issues, concerns and proposed actions at future IEP/Section 504 meetings, secret recordings are discouraged.

NOTE: The granting of permission by the District to audio record an IEP/Section 504 meeting will be considered consent by the meeting participants employed by or representing the District, but only to the extent that the audio recording is used by the requesting parent or legal guardian for his or her personal use to facilitate his or her understanding of the IEP/Section 504 meeting. The parent or legal guardian understands and agrees that the audio recording of the IEP/Section 504 meeting, and its contents, may not be disseminated by the parent or legal guardian to any other person without the written consent of all persons whose conversations were recorded.