SECOND READING BY BOARD

po2461

Vol. 35, No. 2 - July 2026 Replacement RECORDING OF IEP TEAM MEETINGS

ADOPTED May 25, 2016 · REVISED Mar 20, 2019

2461 - **RECORDING OF IEP TEAM MEETINGS**

The District recognizes that parents may wish to record (this includes audio and/or video, including AI tools) IEP Team meetings in order to better understand the IEP process, their child's IEP, or to implement their rights as a parent for access accommodations under the IDEA, Section 504 of the Rehabilitation Act of 1973, and/or the Americans with Disabilities Act.

If a parent believes that recording an IEP Team meeting is necessary, the parent should notify Principal ~~_____ [principal or Director of Student Services or Director of Special Education]~~ in writing, preferably at .least two (2) school days before the IEP Team meeting, of the parent's desire to record the meeting and the reason the recording is required.

~~[DRAFTING NOTE - Recent technological developments, including AI-enabled meeting recording tools, have increased the likelihood that parents may record virtual or in-person IEP meetings without advance notice. Wisconsin is a one-party consent state under 948.31 Wis. Stats, meaning a meeting participant may lawfully record the conversation. The District's current policy prohibits video recording except as a disability accommodation. The proposed revision clarifies notice expectations, affirms the District's right to record when a parent records, addresses AI tools explicitly, and preserves the integrity of the IEP process while reducing potential litigation exposure.]~~

The purpose of advance notice is to promote transparency, ensure appropriate logistical arrangements, and allow the District to determine whether it will also record the meeting.

Recording of an IEP Team meeting, whether audio, video, or AI-assisted, shall not disrupt the meeting or interfere with the IEP Team process. If recording becomes disruptive, the District may suspend the meeting and reschedule.

If a parent records an IEP Team meeting, the District reserves the right to record the meeting as well.

Any recording made by the District shall become part of the student's education record and will be maintained in accordance with State and Federal law. Any recording made by the parent becomes a record of the parent, and the District has no responsibility for maintenance of that particular record.

The District is not responsible for the storage, security, or distribution of recordings created by parents or other participants.

~~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 record 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 member 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 record, 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, ensure that the parent is able to understand the IEP or implement the IEP 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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