



## Audio/Video Recordings at Meetings Protocol

LABBB does not permit audio/video recordings, transcriptions, or screenshots/pictures being taken at meetings. An exception to the prohibition of audio/video recordings at meetings will be made only in cases where such recording is necessary to ensure parent/guardian's access to the meeting; to access and understand Team meeting and IEP process; or if such recording is necessary to ensure other parental rights guaranteed by IDEA Part B. The Executive Director will review all requests to record IEP meetings and will determine whether such requests fall within the exceptions listed herein.

All requests to record either a meeting must be sent to the Executive Director of LABBB at least two business days prior to the date of the meeting. The Executive Director has the discretion to request further information that may support a parent's request to record an IEP meeting. If the Executive Director permits the recording of a meeting by a parent/guardian, LABBB will also record that meeting in order to maintain that recording as an education record subject to FERPA guidelines and regulations.

It is understood by all Parties that the recording of these meetings are for educational purposes only. Any improper dissemination of records may lead to further action by either party.

Any parent/guardian seeking to record a meeting shall be provided a copy of this procedure and shall forward any and all questions regarding this procedure to the Executive Director.