

PROGRAMS FOR STUDENTS WITH DISABILITIES

The Bristol Virginia School Board has chosen to regulate the use of recording devices at a student's IEP (Individual Educational Plan) meeting(s). The school division or the parent may request five (5) administrative days prior to the IEP meeting their desire to tape-record the meeting. All recordings become part of the child's educational record. The request must be in writing and include the following:

- (1) Date of the IEP meeting.
- (2) Name of the student.
- (3) Name of the student's school.
- (4) Brief explanation as to the reason to record the meeting.

The request should be sent to the Director of Special Services to review. If the school division and the parent(s) mutually agree to record the meeting, then copies of the taped meeting will be provided to the other party within a reasonable amount of time (not to exceed 30 days).

Revised: Board approved on December 3, 2018.