



**Prince George's County Public Schools
Special Education Department**

1400 Nalley Terrace • Landover, Maryland 20785 • www.pgccps.org

**NOTICE of the USE of AUDIOTAPE or RECORDING DEVICES
DURING IEP TEAM MEETINGS**

Dear Parents:

The purpose of this letter is to provide guidance on the use of audiotape or recording devices during IEP team meetings for students with disabilities under the IDEA.

A parent or guardian may audiotape an IEP team meeting concerning his or her child provided the school is given notice of the intent to record at least two business days prior to the meeting. Notice may be verbal or written. The reason for the notification is to ensure that the school has an opportunity to obtain an audio device to tape the meeting as well.

IEP team meetings will not be rescheduled because of failure to provide notice of the intent to record unless a postponement is agreed upon by all team members. IEP team meetings will not be rescheduled if the purpose of the meeting is to discuss an emergency matter, timelines will not be met due to the postponement or a delay is otherwise contrary to the best interest of the student.

Audio taping will only be permitted during the actual IEP meeting. Recording devices will be turned off immediately upon conclusion of the meeting or during any breaks. Recording of conversations outside of the official IEP meeting is strictly prohibited.

Video taping of IEP team meetings is prohibited in Prince George's County Public Schools.

If you have any questions, please contact the principal or special education chairperson at your school.



Board of Education of Prince George's County