INSTRUCTION

Recording Parent Conferences

Parent Conferences Not Convened to Determine Individuals with Disabilities Education Act (IDEA) Eligibility; Develop, Review, or Revise an Individualized Education Program (IEP); or Conduct a Manifestation Meeting under IDEA

The following directions should be given to staff in order that interaction between participants in parent conferences is not inhibited by verbatim audio or video recordings. The following guidelines apply to all parent conferences between parents, teachers, counselors, and/or principals, not convened as indicated above:

I. Electronic recordings during parent conferences are prohibited.

II. Written verbatim recordings during parent conferences are prohibited.

III. A staff member should adjourn and immediately notify the appropriate administrator if any participant insists upon audio or video recording during the conference.

Meetings Convened to Determine IDEA Eligibility; Develop, Review, or Revise an Individualized Education Program; or Conduct a Manifestation Meeting under IDEA

The following directions should be given to staff to ensure that meetings indicated in this section are held in accordance with state and federal requirements:

I. Parents may audio record such meetings.

II. The parent should inform the school prior to the meeting that they will be audio recording the meeting.

III. The parent shall provide their own audio equipment and materials.

IV. When parents record, Prince William County Public Schools (PWCS) must make its own audio recording of the meeting.

V. A copy of the recording will become a part of the student’s educational record.

VI. No video recording is permitted. Other accommodations may be provided in the case of a need based on disability of the parent.
An exception to the above guidelines is permissible if a conference participant requests audio/video recording of the meeting as an accommodation for a disability or limited proficiency in English which would preclude understanding of or meaningful participation in the process. The request may be made verbally or in writing to the building administrator. If a conference is recorded, the school will maintain the PWCS copy of the recording in the student’s educational record.

The Associate Superintendent for Student Learning and Accountability (or designee) is responsible for implementing and monitoring this regulation.

This regulation and related policy shall be reviewed at least every five years and revised as needed.