



High School District 214
2121 South Goebbert Road
Arlington Heights, Illinois 60005
847-718-7600 | www.d214.org

PROCEDURES FOR RECORDING AT IEP MEETINGS

Recording of IEP meetings shall **only** be permitted in cases where a parent or guardian requires the recording in order to ensure they understand the IEP proceedings and shall only be used for this purpose. Parent(s)/guardian(s) are otherwise afforded the rights they are entitled to under the IDEA. In such cases, the parent/guardian must provide the district with written notice at least 24 hours prior to the meeting at issue. All participants must be informed when a meeting is being recorded. Any time that a parent/guardian records an IEP meeting, the District will make its own recording of the meeting with its own equipment. Surreptitious recording is prohibited.

Questions or comments about special education services in Township High School District 214 may be directed to the Director of Special Education at 847-718-7550.

For more information, reference Board policy 8:30 - Visitors to and Conduct on School Property.