



## Notice of Intent to Record a Meeting

Parents have the right to record every meeting to decide your child's eligibility for special education services, to develop your child's IEP, and to discuss discipline issues. dLCV strongly encourages parents to take advantage of this right. Inform the school division at least one night prior to the meeting that you will be recording the meeting and request that the recording be made a part of your child's educational record. Please use the letter/email below to inform the school division that you will be recording every meeting.

### **Insert Date**

To whom it may concern,

This email is to inform you that, pursuant to my rights as stated at 8VAC20-81-170(J)(1) quoted below, I will be taping the meeting scheduled for **(Insert Date)**.

8VAC20-81-170(J)(1)

1. The local educational agency shall permit the use of audio recording devices at meetings convened to determine a child's eligibility under 8VAC20-81-80, to develop, review, or revise the child's IEP under 8VAC20-81-110 F; and to review discipline matters under 8VAC20-81-160 D. The parent(s) shall inform the local educational agency before the meeting in writing, unless the parents cannot write in English, that they will be audio recording the meeting. If the parent(s) does not inform the local educational agency, the parent(s) shall provide the local educational agency with a copy of the audio recording. The parent(s) shall provide their own audio equipment and materials for audio recording. If the local educational agency audio records meetings or receives a copy of an audio recording from the parent(s), the audio recording becomes a part of the child's educational record.

Please include this email in my child's permanent educational record.

Thank you,