

Recording Statement for IEP Team Meetings

(State child's name, as well as the date and purpose of meeting)

"You have requested to record your child's IEP team meeting. Since you have elected to record, the school team will also record. The purpose of our recording is strictly to preserve the authenticity of what is being recorded. We understand that your recording will allow you to meaningfully participate without having to take notes.

The Howard County Public School System will treat the recording as confidential. It is not to be considered the official record of this meeting. Since the IEP team makes all decisions, the recording is not to be used to single out any statements made by an individual. The discussion and decisions recorded in the ***IEP Team Meeting Report*** and ***Howard County IEP*** documents remain the official record. Individual statements made by IEP team members do not represent the official record if the information is not recorded in the decision sections of the ***IEP Team Meeting Report*** and ***Howard County IEP*** documents. The IEP documents direct the outcome for your child, rather than the individual comments of team members.

Please be aware that by law any individual on this team has the right to refuse to be recorded. If this is the case, someone will present the information for that individual."