**AUDIO RECORDING A MEETING**

SAMPLE WORDING

Date

Your Name  
Street Address  
City, State, Zip  
Daytime telephone number  
Email Address

Dear (***Name of principal or special education administrator***),

I would like to let you know that I will be audio-recording the meeting we have scheduled for (***date of meeting***) to discuss (***child’s name****)*. According to Virginia regulations 8VAC20-81-179 (J), Procedural Safeguards, parents are permitted to audio record a meeting related to determining eligibility, review, or revision of the child’s or a meeting to review disciplinary matters.

As you know, these meetings can be complex and a great deal of information is discussed. Audio recording the meeting will enable me to refresh my memory on exactly what was stated and agreed to during the meeting itself. Thank you and please let me know if you have any questions.

Sincerely,

Your Name

Cc: Anyone you would like to receive a copy of this letter