MOORHEAD
AREA PUBLIC SCHOOLS

Independent School District 152

1313 30th Ave. S., Moorhead, MN 56560
Phone: 218-284-3300
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Permission to Record Meeting (Audio)

Administrative Procedure: 444.1
Date Adopted: 3/8/2004
Dates Reviewed: 12/12/2016

Section: 400 EMPLOYEE/PERSONNEL
Date Revised: 5/14/2012

PERMISSION TO RECORD MEETING (Audio)

The parent has requested that an audio recording be made of _____'s annual review meeting to be held at _____ on _____, 201__ at _____ School. In accordance with Moorhead School Board Policy 444, "No electronic device shall be used to record or reproduce any part of the parent(s)-guardian(s)/teacher(s) conference unless by mutual agreement of both parties. This is to ensure a productive and meaningful conference between parent(s)-guardians(s) and teacher(s) that will benefit and enhance the education of the child."

The school district will create and maintain the master copy of the recording. Signatures below indicate permission to record the meeting.

NAME (Signature) TITLE

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