



**REQUEST FOR THE INSTALLATION OF VIDEO AND AUDIO RECORDING EQUIPMENT**

A Parent, Trustee, or Staff Member, as defined by TEC §29.022, may request that video and audio recording equipment be installed in a Self-Contained Classroom or Other Special Education Setting that meets the requirements of TEC §29.022.

In order to make a request, complete the information below and submit this form to the campus principal. For more information, see and EHBAF(LEGAL) and (LOCAL).

1. Requestor's information:

Name (*print*): \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Mailing address: \_\_\_\_\_

\_\_\_\_\_

I am a:     Parent                       Trustee                       Staff member

If a parent/guardian, child's name: \_\_\_\_\_

2. Campus: \_\_\_\_\_

3. Specific classroom (*room number and teacher's/related service provider's name*) for which request is being made:

\_\_\_\_\_

To the best of my knowledge, this request meets the criteria in state law to require the District to conduct video and audio surveillance and recording upon request.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return to Campus Administrator

***For Office Use Only:***

Principal signature: \_\_\_\_\_

Date Received: \_\_\_\_\_