



FORM 1:

REQUEST FOR THE INSTALLATION OF VIDEO AND AUDIO RECORDING EQUIPMENT

A Parent, Principal, Assistant Principal, or Staff Member as defined by TEC §29.022 and/or the District Board of Trustees, 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 designated District personnel below:

- A Parent/Staff Member or Assistant Principal should submit this form to the campus principal (or the principal's designee).
A Principal or the District Board of Trustees should submit this form to the Director of Special Education. The Board of Trustees should attach to this form a copy of the Board minutes authorizing the request for installation to be submitted. For more information, see EHBAF (LEGAL) and (LOCAL).

1. Requestor's information:

Name (print): _____

Phone number: _____

Email address: _____

Mailing address: _____

I am a: [] Parent [] Trustee [] Principal [] Assistant Principal [] Staff Member

If a parent/guardian, child's name: _____

2. Campus: _____

3. Specific classroom(s) (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: _____

For Office Use Only:

Date Received: _____

Received by: _____

Signature of Principal, Principal's designee, or Director of Special Education:

Response to Request for the Installation of Video and Audio Recording Equipment Mailed: _____