**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 Designated District Coordinator. 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:

1. Campus:
2. 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 Designated District Coordinator:

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