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

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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 Designated District Coordinator
- 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: \_\_\_\_\_

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: \_\_\_\_\_

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***For Office Use Only:***

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

Received by: \_\_\_\_\_

Signature of Designated District Coordinator: \_\_\_\_\_

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

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