

SPRINGTOWN INDEPENDENT SCHOOL DISTRICT

314 EAST 5TH TERRACE
SPRINGTOWN, TEXAS 76082
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STACY JOHNSON
Director of Special Education



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 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: _____

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: _____
