

# Austin Independent School District

Department of Special Education Services



## Request for Video Surveillance Equipment in a Special Education Self-Contained Setting

A parent, Trustee, or staff member, as defined by law, may request that video and audio equipment be installed in a self-contained classroom or other special education setting that meets the requirements of state law for such video and audio monitoring. In order to make a request, complete the information below and submit this form to the campus principal. For more information, see EHBAF(LEGAL) and (LOCAL).

A request for installation and retention of video and audio recording equipment will be made on an annual basis.

1. Requestor's information:

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

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

E-mail address: \_\_\_\_\_

I am a:     Parent                       Trustee                       Staff member

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

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

3. Classroom/setting (*room number or teacher's/related service provider's name*):  
\_\_\_\_\_

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

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

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***For Office Use Only***

Principal's signature: \_\_\_\_\_

Date received: \_\_\_\_\_