



REQUEST FOR THE INSTALLATION OF VIDEO AND AUDIO RECORDING EQUIPMENT

A parent, staff member, Trustee, governing body, principal or assistant principal, as defined by law, may request that video and audio equipment be installed in a classroom or other 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 Executive Director of Special Education and §504 Services. For more information, see Eanes ISD Board Policies EHBAF (LEGAL) and (LOCAL).

1. Requestor's information:

Name (print): _____

Phone number: _____

Email address: _____

I am a: Parent Staff Trustee Governing Body Principal AP

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

2. Campus: _____

3. Classroom/Room Number or Teacher's Name: _____

4. Current School Year: _____

Signature: _____ Date: _____

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- **According to state law, this request is valid only for the school year indicated above. A new request must be submitted for any subsequent school years on a yearly basis.**
 - **A notice of acceptance or denial will be sent within 7 school business days.**
 - **Please submit this form to the district designee Molly May, Executive Director of Special Education & §504. The request may be via US mail or email.**

For Office Use Only:

Executive Director of Special Education and §504 Services Signature: _____

Date Received: _____