

**CLEAR CREEK ISD  
NOTIFICATION REGARDING REQUEST TO VIEW VIDEO RECORDING**

[Insert date]

Dear [insert requester's name]:

Clear Creek ISD has received your Request to View Video Recording. This correspondence is to inform you as to the status of your request.

\_\_\_\_\_ **The District is processing your request. We will contact you with additional information once a determination of eligibility has been made.**

\_\_\_\_\_ **The District has processed your request, and it is:**

\_\_\_\_\_ **APPROVED.** Please contact [insert designated representative and contact information] if you wish to schedule an appointment to view the approved video recording(s). The District will arrange for you to view the video recording(s) at the District's Education Support Center located at 2425 W. Main Street, League City, TX 77573. Viewing appointments are available between the hours of 8:00 a.m. and 4:30 p.m. on regularly scheduled work days. While viewing the video recording(s), you will be accompanied by an authorized District representative. No other person will be permitted to view the video recording(s). **Recording is strictly prohibited during the viewing. THE APPROVAL OF A REQUEST TO VIEW A VIDEO RECORDING SHALL IN NO WAY BE CONSTRUED AS AN ADMISSION THAT AN INCIDENT OCCURRED OR AS AN ADMISSION OF FAULT OR LIABILITY BY ANY PERSON OR ENTITY.**

\_\_\_\_\_ **DENIED for the following reason(s):**

\_\_\_\_\_ The requester is not an individual eligible to view a video recording made pursuant to Section 29.022, Texas Education Code, and the Commissioner's rules found at 19 T.A.C. § 103.1301.

\_\_\_\_\_ An alleged Incident as defined under Section 29.022, Texas Education Code, and the Commissioner of Education's rules found at 19 T.A.C. § 103.1301 is not documented by the requested video recording.

\_\_\_\_\_ Other: \_\_\_\_\_

Please contact me if you have any questions. If you have a concern or complaint regarding the District's implementation of Section 29.022, Texas Education Code, or the Commissioner's rules found at 19 T.A.C. § 103.1301, you may address your concern or complaint to the District through the District's local grievance procedures found in Board Policies FNG (student and parent complaints/grievances) and DGBA (employee complaints/grievances). A copy of these policies is available at <http://pol.tasb.org/Home/Index/505>.

Sincerely,

[INSERT SIGNATURE BLOCK]