

# Veterans Memorial Early College High School

## Video & Guest Speaker Approval Form



Guidelines pertaining to this form:

This form must be completely filled out by the teacher before approval is obtained from the Dean of Instruction.

Teachers must submit form at least 72 hours (3) days prior to the date(s) requested.

**Turning in the form does not mean automatic approval. Teacher must have a signature from the Dean of Instruction before proceeding with the request.**

1. The weekly lesson plan pertaining to the request must be attached to the form when submitted for approval.
2. The video or guest speaker must be directly related and correlated to the instructional material being covered.  
You may only show pre-approved videos. Using materials that are not approved constitutes a serious offense.  
Videos from the Media Center and any BISD library will also need approval.
3. R or X-rated videos may not be used.
4. Under no circumstances may a non-certified substitute teacher check out or use any video equipment. If a teacher is absent, the equipment will not be released even if the approval has been obtained. The only exception is a certified long-term substitute teacher.
5. Please follow all library guidelines in regards to checking out videos and audio visual equipment.

**I understand all guidelines and agree to follow them.**

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

Date of Request: \_\_\_\_\_

Date(s) of Presentation: \_\_\_\_\_

### Video

Film Rating: \_\_\_\_\_

Name of DVD: \_\_\_\_\_

Objective: \_\_\_\_\_

Source: BISD Library    Media Center    Other

Authorization Signature: \_\_\_\_\_  
Dean of Instruction

### Guest Speaker

Name of Guest Speaker: \_\_\_\_\_

Company: \_\_\_\_\_

Topic: \_\_\_\_\_

Objective: \_\_\_\_\_

\*All Guest speakers will need to check-in at the front office and receive a pass.

\*\*All guest speakers not cleared through BISD will need to be escorted by teacher at all times. Teacher will need to meet non-cleared guest at the front office and escort them in the classroom then escort them back to front office when presentation is concluded.

Authorization Signature: \_\_\_\_\_  
Dean of Instruction

**Please: Print and post on classroom door**