



## 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 Director of Special Education. 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 Matt Zemo, Director of Special Education

**For Office Use Only:**

Director of Special Education Signature: \_\_\_\_\_

Date Received: \_\_\_\_\_