



**Request for the Installation of Video and Audio Recording Equipment**

Consistent with La. R.S. 17:1948, a parent or legal guardian may request the installation of a video and audio camera in a special education, self-contained classroom or other special education setting. For more information, please see St. Tammany Parish School Board policies IDDFC and IDDFC-P.

- This request is valid only for the school year indicated below. A new request must be submitted for any subsequent school years on a yearly basis.
- A notice of acceptance or denial will be sent to you within seven (7) school business days.
- **Please submit this form to the school principal. This request may be sent via U.S. mail or e-mail.**

1. Requestor's information (please print):

- a. Name: \_\_\_\_\_
- b. Phone number/cell number: \_\_\_\_\_
- c. E-mail address: \_\_\_\_\_
- d. Address: \_\_\_\_\_
- e. Relationship to child:  parent  legal guardian
- f. Child's name: \_\_\_\_\_

2. School: \_\_\_\_\_

3. Grade: \_\_\_\_\_

4. Classroom/Room Number: \_\_\_\_\_

5. Teacher's name: \_\_\_\_\_

6. School Year: \_\_\_\_\_

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

**For Office Use Only:**

This request is:  Approved  Denied

The reasons for the denial:  The Applicant is not the parent or legal guardian.  The classroom is not self-contained or another special education setting where special education services are provided at least 50% of the time.  There is a lack of specific and adequate funding.  Other reason: \_\_\_\_\_

Signature of the Superintendent or his designee \_\_\_\_\_ Date: \_\_\_\_\_

Printed name of the Superintendent's designee: \_\_\_\_\_ Date: \_\_\_\_\_