



CLAYTON COUNTY PUBLIC SCHOOLS

Human Resources and Safety & Security Departments

Dr. Anthony Smith
Interim Superintendent of Schools

Video Retrieval Request Form

School/Location Central Office

Requester's Name _____

Requester's Position _____

Incident Type Other

Involved Persons (if known) _____

Reference Number _____ Case Number _____

DVR/NVR Number 1 Camera Number 06

Camera Description _____

Date of Incident _____

Start Time: Hour 00 Minute 00 Second 00

End Time: Hour 00 Minute 00 Second 00

SUBMIT TO SAFETY & SECURITY

HR/Safety & Security use only:

Retrieval Authorization _____ Quantity needed 2

CCTV Video Release

Family Educational Rights And Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 CFR Part 99

To the extent this video contains conduct by a student which could be used to discipline a student, this video may constitute an "educational record" under FERPA. FERPA generally prohibits school districts and school personnel from releasing student educational records except under limited circumstances. To ensure compliance with FERPA, the undersigned hereby certify and affirm that he/she/they will:

1. Be responsible for, and maintain possession of, the video at all times;
2. Treat the video and the content thereof as "confidential" at all times;
3. Only permit school district or law enforcement personnel to view the video; and
4. Return the video to the Maintenance and/or Safety & Security Departments when the video is no longer needed.

Receiver #1

Print Name: _____ Date: _____

Signature: _____ Dept. or Location: _____

Receiver #2

Print Name: _____ Date: _____

Signature: _____ Dept. or Location: _____

Notes: _____