

1 **3235 GFPS VIDEO SURVEILLANCE VIEWING REQUEST FORM**

2 Requests for viewing a video recording from the GFPS video surveillance system by anyone except  
3 authorized school personnel must be made in writing on this District form to the school principal.

4 DATE OF REQUEST \_\_\_\_\_

5 NAME \_\_\_\_\_

6 ADDRESS \_\_\_\_\_

7 DAYTIME PHONE NUMBER \_\_\_\_\_

8 DATE AND TIME OF INCIDENT WISHING TO VIEW

9 \_\_\_\_\_

10 REASON(S) WISHING TO VIEW (BE SPECIFIC)

11 \_\_\_\_\_

12 \_\_\_\_\_

13 \_\_\_\_\_

14 \_\_\_\_\_

15 \_\_\_\_\_

16 \_\_\_\_\_

17 \_\_\_\_\_

18 If your request is granted, such viewing must occur in the presence of the principal or designee.

19  
20 INDICATE SEVERAL DAYS AND TIMES YOU WOULD BE AVAILABLE TO VIEW THE FOOTAGE:

21 \_\_\_\_\_

22 \_\_\_\_\_

23 \_\_\_\_\_

24 \_\_\_\_\_

25 \_\_\_\_\_

26 \_\_\_\_\_

27 If your request is granted, a fee of \$25 per hour (prorated accordingly) will be charged. Do you agree  
28 to pay any and all costs associated with the viewing? \_\_\_\_\_ YES \_\_\_\_\_ NO

29 In order to view the recording, you must initial each of the following:

30 \_\_\_\_\_ If I witness any event on the playback that is a safety concern, is unlawful or is a violation of  
31 Board policies, administrative regulations, District or building rules or law, I must bring it to the  
32 attention of the principal or designee who is present at the viewing.

33 \_\_\_\_\_ I understand that I am not allowed to take a picture or make any other kind of recording of  
34 any scene viewed.

35 \_\_\_\_\_ I understand that I am to treat the information I view as confidential.

36 \_\_\_\_\_  
37 \_\_\_\_\_  
38 \_\_\_\_\_

39 Signature