

**CLEAR CREEK ISD
NOTIFICATION REGARDING REQUEST FOR VIDEO SURVEILLANCE**

Date: [Insert Date]

Dear [Insert name of requester]:

Clear Creek ISD has received your request for video surveillance for the current school year. This correspondence is to inform you as to the status of your request.

_____ **The District has processed your request, and it is:**

_____ **APPROVED** for the remainder of the current school year for the following location(s):

The District is now in the process of preparing the classroom(s)/setting(s) for video surveillance and will notify you when surveillance begins.

_____ **DENIED** for the following reason(s):

_____ The requester is not an individual eligible to request video surveillance pursuant to Section 29.022, Texas Education Code, and the Commissioner's rules found at 19 T.A.C. § 103.1301.

_____ The requested location is not a "Self-Contained Classroom" or "Other Special Education Setting" pursuant to Section 29.022, Texas Education Code, and the Commissioner's rules found at 19 T.A.C. § 103.1301.

Please contact me if you have any questions. If you have a concern or complaint regarding the District's implementation of Section 29.022, Texas Education Code, or the Commissioner's rules found at 19 T.A.C. § 103.1301, you may also address your concern or complaint to the District through the District's local grievance procedures found in Board Policies FNG (student and parent complaints/grievances) and DGBA (employee complaints/grievances).

Sincerely,

Assistant Superintendent of Human Resources