



STEPHANIE S. ELIZALDE, ED.D.
SUPERINTENDENT OF SCHOOLS

**Request for Viewing of Video and Audio Equipment
(Special Education Setting)**

Upon receipt of this incident report form, appropriate district staff will begin viewing the footage recorded on the date(s) described below to determine whether any incident(s), as defined by law, is documented by the recording. . If the recording documents an incident, as defined by law, the district will , on request by an authorized individual, allow a viewing of the video by the authorized individual. However, a copy of the video will not be provided. An “incident” is an event or circumstance that involves alleged abuse or neglect as described in Texas Family Code 261.001, of a student by a staff member or the District or alleged physical abuse or sexual abuse as described in Texas Family Code 261.410, of a student by another student and such incident occurred in a self-contained classroom or other special education setting in which video surveillance under Texas Education Code 29.022 is conducted. For more information, see Dallas ISD Board Policy EHBAF (LEGAL) and (LOCAL).

VIEWER INFORMATION

	Date
Name (Last, first, middle initial)	Student Name/ID#/Date of Birth
Street address, City, ST, ZIP Code	Special Education Classroom number /Program
Primary phone number Email Address	School/Campus

Person requesting viewing is a: (check all that apply)

- School employee involved in an alleged incident for which a complaint has been reported to the district
- Parent/Guardian of a student who was involved in an alleged incident for which a complaint has been reported to the district
- Employee of the Department of Family and Protective Services who is conducting an investigation under Section 261.406 of the Texas Family Code
- Peace officer
- School nurse

- District administrator trained in de-escalation and restraint techniques
- Human resource staff member designated by the board of trustees
- Employee or agent of the State Board for Educator Certification or other appropriate agency who is conducting an investigation

Reason for Request:

Please provide a description of the alleged incident in as much detail as possible **(including the clothing)** in which the child was involved. Please include the **date, time, and location** of the incident as well as any witnesses to the incident. (Please attach additional documentation, if applicable.)

List any witness(es):

The information I provided above is true, correct, and complete to the best of my knowledge and belief.

Requestor's Signature _____ Date _____

Principal's Signature _____ Date _____

PLEASE NOTE: An incident report should be filed within 48 hours after the reporter becomes aware of the incident. Video footage recorded by a special education camera is only retained for three (3) months after the date the video was recorded. No later than ten (10) District business days after receipt of this form, the campus principal/designee shall review the footage and notify the requestor whether an incident was recorded in the footage and shall initiate other steps as required by law and District policy.

Please send email to Dallas ISD Special Education Department (notifysped@dallasisd.org) for request to view footage.