



REQUEST FOR VIDEO EQUIPMENT IN A SPECIAL EDUCATION CLASSROOM



A Parent, Trustee, or Staff Member may request that Video Equipment with audio capability be installed in a Self-Contained Classroom or other Special Education Setting such that all areas excluding the bathroom and student changing areas are observable. To make a request, please complete the information below and submit the completed form to the Irving ISD Administration Annex (1900 S. Story Rd, Irving, TX 75060) or via email (rataylor@irvingisd.net). All the capitalized terms used herein have a legal definition. For those definitions and more information, the following website is available: www.irvingisd.net/spedvideoequipment. See also Irving ISD Board policies EHBAF(LEGAL) AND EHBAR(LOCAL).

REQUESTOR'S INFORMATION

Name (print): _____

Phone number: _____

Email address: _____

I am a: Parent Trustee Staff member

If a parent/guardian, child's name: _____

2. Campus: _____

3. Classroom/setting (room number or teacher's/related service provider's name):

To the best of my knowledge, this request meets the criteria in state law to require the District to conduct video and audio monitoring upon request.

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Received by (print and sign): _____

Date: _____

Confirm Classroom/setting? Yes / No (circle one) Initial: _____ Date: _____

Notification to affected staff? Yes / No (circle one) Initial: _____ Date: _____

Notification to affected parents? Yes / No (circle one) Initial: _____ Date: _____

Installation Completed: Yes / No (circle one) Initial: _____ Date: _____