

Exhibit B—Response to Request for the Installation of Video and Audio Recording Equipment

Note: The District must provide a response to a request not later than the seventh school business day after receipt of the request.

Dear _____,

In response to your request dated _____ (date) to install video and audio recording equipment in _____ (specify classroom or instructional setting), the District has determined the following:

- ☐ The request will be granted. The District will work as expeditiously as possible to install the equipment. However, several factors may affect timing of the installation, such as obtaining equipment that meets the legal requirements and District compliance with purchasing and contracting requirements. At this time, we anticipate the equipment will be operational by _____ (adjust operation date as appropriate).

[Insert a date no later than the 45th school business day, or the first school day after the 45th school business day if that day is not a school day, after the date of this letter. However, if the request is filed by a parent of a child that has been placed in an eligible classroom/setting for the following school year, insert a date no later than the tenth school day of the fall semester or the 45th school business day or the first school day after the 45th school business day, if that day is not a school day, after the date the request is made.]

We will notify you if unexpected delays occur requiring the District to seek Texas Education Agency (TEA) approval for an extension of time to begin operating the equipment.

As always, do not hesitate to contact me or other appropriate school staff if you are concerned about the safety of any child on our campus. If you suspect an incident may have occurred that violates a child's safety, please let me know right away.

- ☐ The request is denied because the request does not meet the requirements of state law for video and audio monitoring of certain special education classrooms or other settings. Please contact me as soon as possible so we can work together to address any concerns you may have about student safety.

Administrator's signature: _____

Date: _____