

Exhibit A—Request for the Installation of Video and Audio Recording Equipment

Note: A parent of a student whose admission, review, and dismissal (ARD) committee has determined the student's placement for the following school year will be in a classroom or setting for which video and audio recording may be requested may make a request by the date on which the current school year ends or the tenth school business day after the date of the placement by the ARD committee, whichever comes later.

A parent, principal, assistant principal, or staff member, as defined by law, may request that video and audio recording equipment be installed in a self-contained classroom or other special education setting that meets the requirements of state law for such video and audio monitoring. In order to make a request, complete the information below and submit this form to the campus principal, and the principal will submit a copy of the request to the administrator designated in EHBAF(LOCAL) with responsibility for coordinating the provision of video and audio recording equipment. A principal's request will be submitted directly to the designated administrator. For more information, see EHBAF(LEGAL) and (LOCAL).

Requestor's information

Name (*print*): _____

Phone number: _____

E-mail address: _____

I am a:

(*check only one*)

- ☐ Parent
- ☐ Principal
- ☐ Assistant principal
- ☐ Staff member

If a parent, child's name: _____

Campus: _____

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

Principal's signature: _____

Date: _____

Administrator's signature: _____

Date: _____