

Exhibit E—Notice of Discontinuing Operation of Video and Audio Recording Equipment

Note: If for any reason a campus will discontinue operation of video and audio recording equipment during a school year, not later than the fifth school business day before the date operation is discontinued, the campus must notify the parents of each student in regular attendance in the classroom or setting that operation of the equipment will not continue unless requested by a person eligible to make a request under Texas Education Code section 29.022(a-1). In addition, not later than the tenth school day before the end of each school year, the campus must notify the parents of each student in regular attendance in the classroom or setting that operation of the equipment will not continue during the following school year unless an eligible person submits a new request. For more information, see EHBAF(LEGAL) and (LOCAL).

_____ (date)
_____ (campus)

As required by law, this letter serves as notice that the campus will discontinue operation of video and audio recording equipment in the following location(s):

Unless the District receives a request to continue operation of video and audio recording equipment in this location by a person eligible to make such a request under Texas Education Code section 29.022, the recording equipment will cease operating on _____ (date).

A campus that places video and audio recording equipment in a classroom or other special education setting is required to operate the equipment for the remainder of the school year in which the campus received the request, as long as the classroom or setting continues to satisfy the requirements of state law for this type of surveillance and unless the requestor withdraws the request in writing.

The District will maintain the footage from these recordings for at least three months, as required by law.

Please contact the campus principal with any questions.