



WACO INDEPENDENT SCHOOL DISTRICT
501 FRANKLIN AVENUE, WACO, TX 76701
254-755-9473

AUDIO/VISUAL REQUESTS

CAMPUS EXPECTATIONS FOR VIDEO PRESENTATIONS

Videos that are shown in the classroom must be used for instructional purposes and documented in the teacher's lesson plan. There should be pre-and-post discussions; videos must also reinforce appropriate course essential knowledge and skills. Because most videos have copyright laws, an administrator must approve the showing of all videos prior to viewing. A "Request for Audio-Visual Materials" Form should be used if specialized equipment is needed. Audiovisual materials should be viewed as part of the lesson cycle and last no more than 20 minutes during any instructional period.

REQUEST FOR AUDIOVISUAL MATERIALS

This form must be completed and placed on file in the principal's office for each audiovisual item that is used in your class. This includes videos, cassette tapes, and C.D.'s from the library, video rentals or personal copies from home. Audiovisual materials should be viewed as part of the lesson cycle and last no more than 20 minutes during any instructional period.

Teacher: _____

Class: _____

Date of Request: _____

Title of video/film _____

Rating of film: (check one)

☐ G

☐ PG

☐ PG-13

☐ R*

(NO film rated R, or NC-17 will be shown in an elementary or middle school. Showing R rated films in high school requires principal approval and parent approval)

Have you viewed this audiovisual material?

Yes

No

List specific instructional objectives that are to be achieved through the use of this audiovisual item (include attachments requested by the principal):

What pre/post instruction activities are to be utilized in conjunction with this activity?

Give a brief overview of the audiovisual material used, including the plot (if material is a video/film CD-ROM story, YouTube, etc.):

Date material is to be used:

Approved _____

Disapproved _____

Date: _____

Reason for Disapproval:
