Katy Independent School District

Request for Video Surveillance Equipment in a Special Education Setting

In accordance with House Bill 2, on request by a parent, trustee, or staff member, a school district or open-enrollment charter school must provide video equipment on campuses in accordance with *Texas Education Code (TEC) 29.022*. Campuses that receive video surveillance must place, operate, and maintain the video and audio equipment in special education classrooms or other special education settings in accordance with TEC 29.022.

In order to promote the safety of students receiving special education services in certain self-contained classrooms and other special education settings, Katy ISD will place video surveillance with audio capability in one of the above settings upon receipt of this form by a parent, trustee or staff member. A request for video surveillance is applicable only to the school year in which it is requested. The video surveillance equipment will be operated during the school year as long as the special education classroom meets the requirements of TEC 29.022. Parents may only request equipment to be installed in an appropriate classroom in which they have a student. If a student for whom the video surveillance equipment was requested is no longer in regular attendance in the classroom, video recording will be stopped, unless there has been a separate request for video surveillance on behalf of another student who remains in the classroom. If the Staff Member who requested the video surveillance no longer provides services in the classroom, video recording will be stopped unless a separate request for video surveillance monitoring is in effect. Requests regarding video surveillance monitoring during extended school year services must be submitted separately.

Name of Individual Making Request:	Date Request Submitted:
Email Address:	Phone Number:
Name of Student, if applicable:	Student ID, if applicable:
Campus:	Classroom (room number or teacher's name):

I am a: ❑ Parent ❑ Trustee ❑ Staff Member

FOR ADMINISTRATIVE USE ONLY	
Received By Director for Special Education:	Date Received:
Instructional Setting of Classroom Requested:	Date Forwarded to Appropriate Departments, if applicable:

Original: Campus Principal
Copy to: Director for Special Education