



Exhibit A—Request for the Installation/Reactivation 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 year will be in a classroom or setting eligible for video and audio recording may make a written request by either the date on which the current school year ends or the tenth business day after the date of the placement by the ARD committee, whichever comes later.

A parent, assistant principal, principal, staff member, as defined by law, or the Board of Trustees, may request in writing that video and audio recording equipment be installed or reactivated 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 Matador Special Services Department or campus principal. The Campus Principal will submit a copy of the request directly to the Director of Special Education. For more information, see EHBAF (LEGAL) and (LOCAL).

Requester's information (Please Print)

Name of Requestor: _____

Position *(if requestor is a staff member)*: _____

Phone Number: _____ Cell Phone Number: _____

Email Address: _____

If a parent, student's name: _____

Mailing Address: _____

Campus: _____

Classroom/Setting (room number or teacher's name): _____

Please Select the Request Type *(choose only 1)*:

☐ Reactivation of Previous Installation

☐ New Installation Requested

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: _____