

**REQUEST FOR THE INSTALLATION  
OF VIDEO AND AUDIO RECORDING EQUIPMENT FORM**

A parent, trustee, or staff member, as defined by law, may request that video and audio 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.

1. Requestor's information:

Name (*print*): \_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

I am a:     Parent                       Trustee                       Staff member

If a parent/guardian, child's name: \_\_\_\_\_

2. Campus: \_\_\_\_\_

3. Specific classroom(s): Room number and teacher's/related service provider's name for which request is being made.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To the best of my knowledge, this request meets the criteria in state law to require CFISD to conduct video and audio monitoring upon request.

Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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***For Principal Use Only:***

Principal's Signature: \_\_\_\_\_ Date Received: \_\_\_\_\_

Classroom(s) **APPROVED**  \_\_\_\_\_

Classroom(s) **DENIED**  \_\_\_\_\_

***Please send completed form to the Assistant Superintendent for School Administration.***

***Date Sent:*** \_\_\_\_\_

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