



**WRITTEN RESPONSE TO REQUEST
FOR THE INSTALLATION OF VIDEO AND AUDIO RECORDING EQUIPMENT**

Within ten (10) school days from receipt of the request for installation form, the district shall provide a written response to the requestor, with a copy to the campus principal, stating whether the request for installation will be granted. The response shall also include a copy of CFISD's relevant operating guidelines.

[Written response to be placed on district letterhead as follows:]

[Date]

[Name]

[Address]

[City, State, Zip]

RE: Request for the Installation of Video and Audio Recording Equipment

Dear [_____]:

This is to confirm that [school principal] received your request for the installation of video and audio recording equipment on [date of receipt]. In accordance with Texas Education Code §29.022, your request [is approved for the following classroom(s) _____].

[is denied for the following reason(s):

- You do not qualify as a parent, staff member or trustee under TEC 29.022
- The specific classroom you requested does not qualify as a self-contained classroom or other special education setting under TEC 29.022]

A copy of CFISD's Operating Guidelines for Video Surveillance of Special Education Settings Implementing TEC §29.022 [SB 507] is enclosed. The video and audio recording equipment will be installed in [specifically requested classroom/setting] within a reasonable period of time without undue delay. If you have further questions or need additional information, please feel free to contact me anytime.

Sincerely,

[Administrator's name], [Administrator's title]

Cypress-Fairbanks I.S.D.

Enc.: Operating Guidelines for Video Surveillance of Special Education Settings
Implementing TEC §29.022 (SB 507)

cc: [Campus Principal]
[Special Education Director]