



NOTICE OF INSTALLATION OF VIDEO AND AUDIO RECORDING EQUIPMENT

Before the district installs video and audio recording equipment in a self-contained classroom or other special education setting in accordance with Texas Education Code 29.022, the district is required to provide written notice to all staff assigned to the applicable campus and to the parents of the students receiving special education services in the classroom or setting. For more information, see and EHBAF(LEGAL) and (LOCAL).

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

[Date]

[Name]

[Address]

[City, State, Zip]

RE: Parent Notice – Installation of Video and Audio Recording Equipment

Dear [_____]:

As required by Texas Education Code §29.022, this letter serves as notice that [campus] has received a request to install and operate video and audio recording equipment in the following classroom(s):

You are receiving this notice as a parent of a student receiving special education services in the classroom(s) described above. The video/audio camera will be operated at all times during the instructional day when students are in the self-contained classroom. The equipment may also be operational at times when students are not in the classroom. Regular or continual monitoring of these recordings is prohibited. The district will maintain the footage from these recordings for at least six months, as required by law.

A copy of CFISD’s Operating Guidelines for Video Surveillance of Special Education Settings Implementing TEC §29.022 [SB 507] is attached and provides more detailed information.

Please contact the campus principal with any questions.

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]