



**WRITTEN CONFIRMATION OF RECEIPT OF INCIDENT REPORT FORM**

Within 48 hours from receipt of the incident report form, the campus principal will provide written confirmation of receipt of the incident report to the person making the report.

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

[Date]

[Name]

[Address]

[City, State, Zip]

**RE: Receipt of Incident Report Form**

Dear [ \_\_\_\_\_ ]:

This is to confirm that [school principal] received your incident report form on [date]. In accordance with Texas Education Code §29.022 and CFISD’s Operating Guidelines for Video Surveillance of Special Education Settings Implementing TEC §29.022 [SB 507], within ten (10) school days from the receipt of the incident report, the appropriate administrator, as allowed by TEC §29.022, will review the video and/or audio footage recorded on [the date(s) and time(s) set forth on the incident report form] in the location(s) set forth on the incident report form to determine if any incident, as defined in TEC 29.022, is recorded.

Within ten (10) school days from the receipt of the incident report, CFISD will provide you a written response stating whether the review substantiated an incident.

A copy of CFISD’s Operating Guidelines for Video Surveillance of Special Education Settings Implementing TEC §29.022 [SB 507] is enclosed.

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]