



RESPONSE TO INCIDENT REPORT

Within ten (10) school days from the receipt of the incident report, the campus or other administrator trained in de-escalation and restraint techniques will review the footage recorded on the date(s) and in the location set forth on the incident report form to determine if any incident is recorded. Within ten (10) school days from the receipt of the incident report, the administrator will provide a written response to a parent who submitted an incident report form stating whether the review substantiated an incident or identified a significant event involving the parent's child.

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

[Date]

[Name]

[Address]

[City, State, Zip]

RE: Response to Incident Report

Dear [_____]:

In connection with the incident report you submitted on [date], and pursuant to Texas Education Code §29.022, CFISD reviewed the video and/or audio recordings from [the date(s) and time(s) set forth in the incident report] in the location(s) set forth on the incident report form.

Upon review of the recordings, CFISD determined that the recordings [did/did not] substantiate an incident, as defined by TEC §29.022. [If no incident is recorded: Consequently, release or viewing of the recordings will not be permitted unless otherwise required under the Family Educational Rights and Privacy Act.] [If incident is recorded: CFISD will allow you to view the recording, upon your request, if you qualify as a party authorized to view the recording under TEC §29.022. Please contact _____ to coordinate a viewing of the recording.]

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.

cc: [Campus Principal]

[Special Education Director]