

East Allen County Schools Video Request Form

For: Bus Incident or School Incident

Bus

School

Please complete to request to view video recording

Your Name: _____ Date: ____/____/20____

Student's Name: _____ Grade: _____

School: _____

Date of the Incident: ____/____/20____

Time if Known: _____ AM PM

Incident Description:

Video viewed: ____/____/20____

Parties Who viewed video:

Title:

Internal Procedure

Video recordings shall be treated as protected student records under the Family Educational Rights and Privacy Act.

1. Recordings shall remain in the custody of the school district;
2. Parents or students over the age of 18, who wish to view a video recording in response to disciplinary action may request such access under the procedures set out in the Student Records Management policy of the district;
3. All requests must be in writing and the permission request must identify the record or records being sought;
4. The school district will notify the parent or eligible student of the date, time, and location where the records may be inspected and reviewed;
5. A district/school professional shall be present at all such inspections/review and shall respond to reasonable requests for explanations and/or interpretations; and
6. Persons unrelated to the disciplinary incident shall not be permitted to view the disciplinary video recording.