



Request for Reviewing of Audio/Video Recording in a Special Education Classroom

Incident reports should be filed with the DDR as soon as feasible after the individual submitting the report suspects the alleged incident. Incident reports should be submitted within 48 hours after the event or circumstance giving rise to the allegation. Consistent with La. R.S. 17:1948, a parent or legal guardian may request "to review a recording" of cameras installed in a special education, self-contained classroom or other special education setting. The state statute also allows for "limitations to a request." For more information, please see East Baton Rouge Parish School Board policies IDDCF.

- 1. Requestor's information:
a. Name (print):
b. Phone number/cell number:
c. E-mail address:
d. Address:
e. Relationship to child:
f. Child's name:
2. School: Grade: Classroom #:
3. Teacher's name:
4. Date(s) of the alleged incident: Time of the alleged incident:
5. My report pertains to an event or circumstance involving an alleged (please check all that apply):

- Abuse of a student by a District employee
Neglect of a student by a District employee
Physical abuse of a student by another student
Sexual abuse of a student by another student
Other:

Location where the alleged incident occurred:

Please describe with specificity the nature of your report, including the events or circumstances surrounding this report including the names of anyone involved in the alleged incident:

Blank lines for describing the incident.

In conjunction with this report, I am requesting to view the applicable recording: YES NO

Signature: Date:



- This request is valid only for the incident or investigation outlined above.
- The District Representative will contact you regarding the status of your report/request.
- The notice of acceptance or denial will be sent to you within ten (10) school business days.
- Please submit this form to the Superintendent or his/her designee. This request may be sent via U.S. mail or e-mail.

**For Office Use Only:**

This request for reviewing is:  Approved  Denied.

The reasons for the denial:  The Applicant is not the parent or legal guardian.  There is no incident or investigation on the above date and time.  Other reason:

**Signature of the Designated Representative:**

**Date:** \_\_\_\_\_