CLEAR FORM PRINT FORM

CLAYTON COUNTY PUBLIC SCHOOLS

Human Resources and Safety & Security Departments

DR. MORCEASE J. BEASLEY
Superintendent of Schools

Video Retrieval Request Form

School/Location Adamson Middle
Requester's Name _____
Requester's Position _____
Incident Type Other
Involved Persons (if known) _____
Reference Number _____ Case Number _____
DVR/NVR Number 1 Camera Number 00
Camera Description _____
Date of Incident _____
Start Time: Hour 00 Minute 00 Second 00
End Time: Hour 00 Minute 00 Second 00

SUBMIT TO SAFETY & SECURITY

HR/Safety & Security use only:

Retrieval Authorization _____ Quantity needed 0

CCTV Video Release

Family Educational Rights And Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 CFR Part 99

To the extent this video contains conduct by a student which could be used to displine a student, this video may constitute an "educational record" under FERPA. FERPA generally prohibits school districts and school personnel from releasing student educational records except under limited circumstances. To ensure compliance with FERPA, the undersigned hereby certify and affirm that he/she/they will: 1. Be responsible for, and maintain possession of, the video at all times; 2. Treat the video and the content thereof as "confidential" at all times; 3. Only permit school district or law enforcement personnel to view the video; and 4. Return the video to the Maintenance and/or Safety & Security Departments when the video is no longer needed.

Receiver #1
Print Name:_____ Date:_____
Signature: _____ Dept. or Location:_____

Receiver #2
Print Name:_____Date:_____
Signature: _____ Dept. or Location:_____

Notes:_____

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