



Valley School District No. 070

3030 Huffman Road • Valley, WA 99181 • Ph: (509) 937-2791 • Fax: (509) 937-2691 • www.valleysd.org

REQUEST TO VIEW DISTRICT SECURITY CAMERA RECORDINGS

Video recordings from district security cameras are retained for ten (10) days. If you wish to view a specific district video recording, please complete the following information. One to three (1-3) working days are required to prepare video footage for viewing. An appointment with the building administration is scheduled concurrently with retrieving and preparing the video footage. Appointments are scheduled during district business hours (8:30 a.m. – 4:00 p.m. Monday-Friday, except holidays).

Instructions: Provide the information in the Requester Section, below. Sign, date, and return this form to the district administrative office (address above). The request will be forwarded to the administrative representative for the location of the identified incident, and you will be contacted by a district representative.

This section is to be completed by the requester:

Requester Name: _____

Student Name: _____

School: _____ Homeroom Teacher: _____

Please describe the incident you are requesting to view: _____

Location of incident: _____

Date of incident: _____ Approximate time of incident: _____

Your relationship to incident: _____

Requester signature: _____ Date: _____

To appeal a denial of access to video recordings, please contact the Superintendent at the district administrative office, above.

This section is for staff use only:

Request received by: _____ Date received: _____

Request: Approved Denied Date/Time of viewing: _____

Administrator Name/ Signature: _____