

VIDEO REQUEST

VIDEO / MOVIES / VHS / DVD GUIDELINES:

- ➡ School Videos must be rated PG or G.
- ➡ A video must be relevant to the subject area being taught.
- ➡ A video must be properly introduced and used in a way that is integral to the concept taught.
- ➡ A video should not be shown as a "time filler".

The **Video Request** Form must be filled out by the teacher and submitted to the building principal at least one week prior to showing the video. If any of the above mentioned guidelines are not followed then the request will be submitted to the Associate Superintendent for Curriculum. The approval, if given, will be sent back to the building principal.

Title of VIDEO / MOVIES / VHS / DVD: _____

Teacher Requesting: _____ Class/Grade: _____

Source/Location: _____ Time Length of Showing: _____

Showing Date/Time: _____ / _____ For Building Broadcast: yes or no

Connection to Curriculum (please include power standard or benchmarks): _____

Supporting Activities:

Teacher Requesting Signature _____ Date _____

Department Chair Signature _____ Date _____

Completed form must be returned to the school's front office. NO requests will be accepted over the phone or via e-mail. You will be notified by the principal whether your request has been approved or denied.

BELOW LINE FOR OFFICE USE ONLY

Received: _____ / _____ / _____ : _____
Date Time Staff Member

Approved Denied

Signature of Building Principal