

**ADMINISTRATORS MAY NOT SHOW OR SHARE VIDEO WITHOUT FOLLOWING THIS PROCESS.**

## Is the video a student record?

A video would likely be a student record if it was involved in discipline of a student. Videos of parking lot accidents and footage recorded of normal school activity are likely NOT student records.

**YES** ←

→ **NO**

Administrators should save video footage that is considered a student record, especially if the footage was used to make a disciplinary decision. Footage not involved in a Title IX request may be deleted at the end of the year. Footage involved in a Title IX request must be saved for 7 years.

The administrator should have the parent complete the [Educational Record Request Form](#). The parent/guardian should be informed that the process may take time, although federal law requires that we complete the process in no more than 45 calendar days.

Administrators **MAY NOT** promise parents a copy of footage. FERPA allows a parent/guardian access to a student record; it does not guarantee a copy.

When the form is completed, send a PDF of the form to Caleb Olson. Upload the video files into a Google Drive folder and share the folder with Caleb. Provide some brief context to the video in an email - which student is connected to the parent making the request, what is that student wearing in the video, when/where does the incident occur, etc.

The footage is reviewed at the District and, if necessary, redactions may be made.

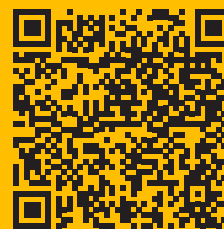
The administrator is notified that the footage is ready and must contact the parent. The parent may schedule a time to view footage with Communications at the District Office. Other arrangements may be made if necessary.

The patron needs to make a request for the record at

<http://openrecords.utah.gov>.

They will be asked to create a UtahID account and will direct their request to Jordan School District. There may be fees associated that will need to be paid prior to access being provided to the footage, particularly if the footage was not previously saved.

## Educational Record



## Request Form

If there are questions or concerns about a footage request, including if a particular video would be a student record, the administrator should contact Caleb Olson in Planning & Enrollment **BEFORE** giving direction to the parent on how to proceed.

If a parent is directed to contact the District for a footage request, they will be referred back to the school, adding confusion and delay to the process.