

**TROUP COUNTY SCHOOL SYSTEM
VIDEO PRESENTATION APPROVAL FORM**

Complete in full for each video presentation (see definition, #5 below) used in the classroom.

Instructor: _____ Date: _____	
Subject: _____ Grade: _____	
Title of video to be shown: _____	
Activity _____	
Instructional Objective: _____ _____ _____	
Video clips should not exceed 20 min. of class period without written permission from a building-level administrator at the middle and high school levels.	
Date or dates of use for classroom instruction: _____	
Check one: _____ classroom use or _____ distribution system	
Last date a video was shown in this class _____	
Source of video/DVD ____ school media collection ____ school departmental collection ____ another Troup County School ____ visiting speaker ____ recorded from television	Discovery Education/United Streaming (year-long approval) As appropriate for the following units of instruction: _____ _____ _____
____ rating, if theatrical film/movie (No R or higher rated films may be shown)	
I intend to show: _____ entire film or _____ excerpts	
_____ Number of minutes to be shown	
I have previewed this video in its entirety: _____ Yes _____ No	
_____ Signature of teacher	_____ Date
_____ Signature of administrator	_____ Date

Completed forms should be kept on file for review.

VIDEO USAGE APPROVAL GUIDELINES

1. A completed and approved Video Presentation Approval form is required for all video usage in the classroom.
2. The completed form must be submitted to an administrator for approval a minimum of three days before planned usage.
3. The approved form must be posted outside the classroom when a video is being shown.
4. Use of videos by substitute teachers:
 - Emergency lesson plans may include a pre-approved video usage form.
 - A viewing guide/student activity must be included for use by the substitute.
 - Department chairs may create a list of video programs by course/subject area that may be approved for use.
5. The term 'Video' as used in these guidelines applies to all video formats, including DVD, streaming video, VHS, etc. (Elementary schools may use streaming video clips from ***Discovery Education*** without the approval form.)