

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

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

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| 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.)