Video Recording Documentation Form

For use by principals when video recording interviews of students or employees

Interview Information

- **Date of Interview:** _____
- **Time of Interview:** _____
- **Location:** _____
- **Principal/Investigator Name:** _____
- **Interviewee Name:** _____
- **Role of Interviewee (e.g., witness, subject):** _____
- **Others Present:** _____

Pre-Recording Notice

☐ All individuals present were **notified in advance** that the interview would be **video recorded**.
☐ The notification was provided:
  ☐ Verbally; or
  ☐ In writing (attach copy, if applicable) [*see attached template*]
☐ All parties **consented to the video recording**.
☐ At the start of the recording, the **principal stated on the record**:

"This interview is being video recorded. All individuals present have been notified of and consented to this recording."

Recording Details

- **Device Used for Recording:** _____
- **Recording File Name/ID:** _____
- **Video Duration:** _____
- **Storage Location of Video File:** _____
- **Backup Created** ☐ Yes ☐ No
- **Backup Location (if applicable):** _____

Transcript Preparation

☐ A transcript of the video interview was prepared.

- **Typist Name: _____**
- **Date of Transcript Completion: _____**

Certification of Transcript Accuracy

By signing below, we certify that the transcript is a true and accurate representation of the recorded interview.

Signature of Typist: _____ Date: _____
Signature of Principal/Investigator: _____ Date: _____

Notes or Additional Comments:

_____

_____

_____

[School District Letterhead]

Written Consent to Video Recording of Interview

Consent to Video Recording – Investigative Interview

I, **[Employee/Student Name]**, acknowledge that I have been notified that my interview with **[Principal/Investigator Name]** on **[Date]** at **[Location]** will be **video recorded**.

I understand the following:

- The purpose of the video recording is to document the interview accurately, including both verbal responses and demeanor.
- The recording may be transcribed, and both the recording and transcript will be retained as part of the investigation file.
- I may ask questions about the process before consenting.
- This interview is not a disciplinary proceeding unless I have been otherwise notified.
- I have the right to request the presence of a union representative or other support person if applicable.

☐ I consent to the video recording of this interview.
☐ I do **not** consent to the video recording of this interview.

Interviewee Name (Print): _____
Interviewee Signature: _____
Date: _____

Commented [A1]: If it is a student under age 18 signing, should thee be a signature line for parents to sign as well?

Witness/Principal Name (Print): _____
Signature: _____
Date: _____