



MINNEAPOLIS
PUBLIC SCHOOLS
Urban Education. Global Citizens.

Minneapolis Public Schools Video Resources Request

Date: _____

Date Submitted

Requestor: _____

Name of Teacher/ and Guest, if appropriate

Room No: _____

new request

renewal

check appropriate box

To be completed by requestor:

I plan on using all

some of the following video resource:

in my classroom / classes on _____

Date/ and periods intended for use

Video Title: _____

The unit/area of study to be enhanced by the use of this video resource is:

the academic standard sought to be met is:

The source of the video resource proposed for use is:

school library copy of DVD/ VCR cassette

public library copy of DVD/ VCR cassette

personal copy of DVD/VCR cassette

web-based streaming from the following source:

The MPA rating of the video is:

G

PG-13

PG

R

(See Instructions on reverse)

Date Approved:

Principal signature

Instructions:

MPS Video Resources Request: January 2009

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NOTE: This form is only necessary if the video resource to be shown is a popularly released, commercial video.

A popularly released commercial video includes all video originally intended for the general consumer market and distributed through theatres, directly to DVD or video tape, broadcast on television or directly to web-based streaming sites.

RESPONSIBILITY:

The teacher is responsible for submitting this form whether or not it is the teacher or a guest speaker who is intending to use the video resource in the classroom.

Teachers must give parent/guardians notice of intent to use a popularly released commercial video in their classrooms. If a parent objects to its use, the teacher must have an alternative education plan for the student.

TIMING:

A teacher must submit this form to the school/site principal **two (2) weeks prior** to the proposed showing of the video. It is recommended, but not required, that the teacher submit requests with their lesson plans.

The principal/site administrator should notify the teacher **within three (3) days of submission** of approval or disapproval of the use of the video. If the principal disapproves the use, educational reasons should be given for the refusal of approval.

Notice to parents/guardians should be made **five (5) days prior** to the use of the video resource.

RENEWAL and RECISSION:

Once a video resource has been approved for use with a unit of study, a teacher is required only to give notice to the principal two weeks prior to its use: The teacher should reference the date of the previous approval on the approval date line at the bottom. If the principal wishes to rescind the approval, rescission must be done within twenty-four hours of receipt of the notice, and educational reasons must be given for the rescission.

REFERENCE:

MPS Policy 6411 (Learning Materials and Resources)

MPS Regulation 6411 C (Use of Video in the Classroom)