



# HCHS DVD/Videotape User Request Form

**Please use this form if you plan to use a videotape/DVD (rental, personal copy, taped from a TV broadcast) during your class time. This form must be submitted to your department administrator at least one week in advance of the scheduled showing time. Please keep a copy of the approved form in your lesson plan DATA post.**

Teacher's Name: \_\_\_\_\_ Date of Request [Click here to enter a date.](#)

Subject(s) Taught; \_\_\_\_\_

## Video/DVD Information

Title(s): \_\_\_\_\_

1. Rating G Status Personal Format: Purchased Copy
2. Rating G Status Personal Format: Purchased Copy
3. Rating G Status Personal Format: Purchased Copy

Anticipated Viewing Dates: \_\_\_\_\_ Reason for use in class: \_\_\_\_\_

Correlation to NC-CCES: \_\_\_\_\_

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To be completed by Administration:

☐ Permission Granted

☐ Permission Denied Rationale: \_\_\_\_\_ [Click here to enter a date.](#)