

SCHOOL RESPONSE TO COMPLAINT

Individual Responding (Teacher, LMC Personnel, Dept. Head, etc.):

_____ Name _____ School _____

Date of Response _____

Please answer following in response to attached complaint:

1. Why was the material objected to purchased?

2. How does the material relate to course objectives or instructional needs of the student?

3. Who selected the material?

Department _____

Library Media Specialist _____

Technology Director _____

Other _____ (List)

4. How long has the material been utilized by the school?

5. Other comments _____

Signature _____

Date _____

Adopted: 11/14/16

Revised: