

PARENT LETTER ON THE USE OF CONTROVERSIAL MATERIALS AND AVAILABLE
ALTERNATE MATERIALS IN THE LIBRARY MEDIA CENTER

Date _____

Dear Parent or Guardian:

The _____ Department would like to inform you of the following instructional materials being used in _____ (course). The books (or audiovisual materials) your son or daughter will be reading (or viewing) this semester are:

Alternative materials will be made available to parents who have objections to any of the above selections. If you would like further information on the materials, please call me at the number listed below. If no further information is required, please sign this form and return it to

_____.

Your signature on this letter constitutes permission to use the materials listed. A response is needed by _____ (date) to insure that your son or daughter will meet the requirements of the course on time.

Sincerely yours,

(name)

School _____

Address _____

Phone _____

Parent's Signature

Date

Adopted: 11/14/16
Reviewed: