

REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

To prevent misunderstanding of your complaint, please fill in the following information and return to the building principal

Request initiated by:

NAME _____

ADDRESS _____

PHONE NUMBER _____

Representing:

STUDENT'S NAME _____

ORGANIZATION'S NAME _____

OTHER _____

Type of Instructional or Library Media Material: _____

Title: _____

Author/Publisher/Producer: _____

Library Media Center _____ Class Name _____ Other _____

What action would you like to see taken:

- Send back to originating department/school for re-evaluation
- Substitute alternate material or media
- Deny the use of the material or media by my child
- Deny the use of the material or media by all students
- Other

Due to limited space, please feel free to extend comments on the reverse side of this form.

1. Have you either read, heard or seen the material or media in its entirety? If not, what part did you see, read or hear? _____

2. To what in the instructional or library material or media do you object? (Please be specific. For example, cite page or section) _____

3. What do you feel may result from the use of this material or media? _____

4. What do you believe is the theme of this material or media? _____

5. For what age group would you recommend this material or media? _____

6. What do you find good about this material or media? _____

7. Are you aware of the judgments of this work by literary or other critics? _____

8. In view of the action you would like taken, do you have any suggestions about material or media that could be substituted that would meet the educational needs of your child and/or other students? _____

Signed _____ Date _____

Thank you for your time and concern. Please return this completed form to the building principal, who will review its contents and will notify you of the next step in the complaint process.

Revised: 02/27/06
 11/14/16
 10/08/18
 Reviewed: 08/22/16
 02/12/18