

SCHOOL RESPONSE TO COMPLAINT

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

_____ Name _____ School

Date of Response _____

Please answer the following in response to attached complaint:

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

2 Who selected the material?

Department _____

Library Media Specialist _____

Technology Director _____

Other _____ (List)

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

4. Other comments _____

Signature _____

Date _____

Cc: Building Principal
Director of Instruction and Learning
Teacher

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