

**REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS OR LIBRARY MEDIA FORM**

Please complete this form and return it to building principal. Please note a formal request for reconsideration will not be accepted until the informal process has been concluded.

Request Initiated by: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail \_\_\_\_\_

Address: \_\_\_\_\_

The material to which I object is of the following type:

- |                         |                                  |
|-------------------------|----------------------------------|
| Major Course Adoption   | Computer Software                |
| School-Based Curriculum | Website                          |
| Textbook                | Novel (Fiction)                  |
| e-Book                  | Novel (Non-Fiction)              |
| Script (play)           | Video (DVD, Web, Streamed) Movie |
| Music (streamed, CD)    | Other _____                      |

School/Grade Level of Material: \_\_\_\_\_

I have fulfilled the steps of reconsideration of library media or instructional materials by meeting with:

Teacher/Librarian Name: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Name: \_\_\_\_\_ Date: \_\_\_\_\_

The following questions are to be answered after the individual has read, viewed, or listened to the instructional material in its entirety. If sufficient space is not provided, attach additional sheets. (Please sign your name to each additional attachment.)

Have you read or viewed the reconsidered material in its entirety?      Yes      No

What was the approximate date you read or viewed it? \_\_\_\_\_

To what in the material do you object? (Please be specific, cite pages, etc.)

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What critics or authoritative sources have you consulted regarding this material?

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What do you believe is the theme or purpose of this material?

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What do you feel might be the result of a student using this material?

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What would you like the school to do about this material?

Do not use the material with my student.

Do not use the selected section with my student.

Reconsider use at different grade level.                      What grade level? \_\_\_\_\_

Withdraw it from use with all students.

What would you recommend be used in place of the material?

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\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Complainant