



## Request for Reconsideration of Library Media and Instructional Materials

Related Policy/Procedure: 3030 (KEC), KEC-R

A Parent/Legal Guardian who is not in agreement with the school on its selection of books or instructional materials, who wish a particular book or material be reviewed must submit to the Principal a “Reconsideration of Library Media and Instructional Materials” Form.

Upon receipt of this completed request form, the Principal will form a Review Committee and schedule meetings necessary to review the request and make a decision. During the review process, the book and/or instructional materials will remain in use unless the Review Committee until a final decision is made.

Please complete the following form in order to make a formal request for reconsideration:

Date:

Name:

Address:

City:

State/Zip:

Phone:

Email:

Parent/Legal Guardian of: \_\_\_\_\_

Grade Level of Student: \_\_\_\_\_

Location of Material:

- Jacques Memorial School
- Heron Pond Elementary School
- Milford Middle School
- Milford High School (including Project Drive)

Type of Material:

<input type="checkbox"/> Book (including e-book)	<input type="checkbox"/> Digital Resource
<input type="checkbox"/> Movie	<input type="checkbox"/> Application
<input type="checkbox"/> Magazine	<input type="checkbox"/> Newspaper
<input type="checkbox"/> Database	<input type="checkbox"/> Game
<input type="checkbox"/> Audio Recording	<input type="checkbox"/> Streaming Media
	<input type="checkbox"/> Other

Please provide details about the material:

Title:

Author/Producer:

Copyright Date:

What brought this resource to your attention?

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Did you examine the entire resource (ie - read the entire text, or view an entire video publication)?

- Yes
- No

If not, what sections did you review?

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What specific concerns do you have about the resource? Please provide page numbers or location of information in the material to support your concerns.

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Why do you believe these materials do not meet the material selection procedures? Please be specific.

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Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

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What action are you requesting the committee to consider?

Signature:

Date:

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