DISTRICT CODE: 606 – E-4
INSTRUCTIONAL RESOURCES SELECTION/RETENTION

RECORD OF COMPLAINT ON AN INSTRUCTIONAL RESOURCE

To be completed by the principal or building administrator and given to the director of Curriculum and Instruction after meeting with complainant as directed by Step 4, Page 3 of Instructional Resources: Selection/Retention Procedures.

Name_____ Date_____

Address_____ Phone_____

City_____ Zip_____

1. Please identify the resource that is the subject of the complaint.

2. Description of the complaint.

3. Synopsis of the event.

4. Do you believe the complaint has been resolved or do you expect it to continue to the Reconsideration Committee?

DISTRICT CODE: 606 – E-5
INSTRUCTIONAL RESOURCES SELECTION/RETENTION

STATEMENT OF CONCERN ABOUT INSTRUCTIONAL RESOURCE

Name_____ Date_____

Address_____ Phone_____

City_____ Zip_____

1. Resource on which you are commenting:

2. What brought this resource to your attention?

3. Please comment on the resource as a whole as well as being specific about those matters that concern you (attach additional pages if needed). Comment:

4. What resource(s) do you suggest to provide additional information on the topic?

5) Please list resources that would represent your point of view?

6) What is the outcome you would like us to consider?

Please return this form to:

The Director of Curriculum and Instruction

Hopkins Public Schools

1001 Highway 7

Hopkins, MN 55305