



## LEISD Request for Informal Reconsideration of Library Materials

5. Describe what you think/feel might be the negative result of the hearing, viewing, and reading this material for a student.
6. Are there any conditions under which you believe this material might be used with value in the instructional program? Please explain.
7. What do you suggest be done with this material?
- Do not use this resource with my child/student (Campus will honor this request)
  - Withdraw it from the library collection (requires Committee review and approval)

---

Signature of individual making this request

Date

### ***To be completed by Campus***

- Request received on \_\_\_\_\_ (date) by \_\_\_\_\_ (staff member)
- Acknowledgment sent to complainant within five (5) school days of date received on \_\_\_\_\_ (date) by \_\_\_\_\_ (staff member)
- 1st Informal Reconsideration meeting held \_\_\_\_\_ (date)
- Review completed and decision made on \_\_\_\_\_ (date)
- Campus principal notified the complainant within five (5) school days of the Informal Reconsideration decision \_\_\_\_\_ (date)
- Once the material has been reviewed and allowed to stay, it shall remain in circulation without challenge for three years.
- A request for an appeal was made to the Superintendent of the District by complainant

Effective Date: \_\_\_\_\_ Campus Designee: \_\_\_\_\_ Date: \_\_\_\_\_

Retention Requirements: Resolution or dismissal + 2 yrs. Date of Destruction: \_\_\_\_\_

*This institution does not discriminate based on race, religion, color, national origin, gender, sex, or disability in providing education services, activities, and programs by Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and section 504 of the Rehabilitation Act of 1973.*