



Request for Reconsideration Form

The purpose of this form is for submitting complaints against instructional materials, in accordance with Saint Paul Public Schools (SPPS) procedure 607.00.1 – *Reconsideration of Instructional Materials*. Please see the SPPS procedure manual at <http://boe.spps.org/Proceduremanual> for the full procedure.

Complainant Information

Name: _____

Address: _____
Street City State

Telephone: _____

Representing: Oneself Organization or group (please specify) _____

Material Being Challenged

Title:		Author:	
Publisher/Producer:			

Reason for Complaint:

Did you review or read the entire work? Yes No;

If no, please specify what parts were viewed/read: _____

Action Requested

What would you like your school/SPPS to do about this work?

- Not assign it to my child
- Withdraw it from all students
- Other (please specify): _____

Do you wish to recommend an alternative? _____

Signature: _____ **Date:** _____

(without a signature, the request is incomplete and will not be considered)

*The form should be submitted the School's main office or SPPS Office of Teaching and Learning at 345 E. Plato Blvd. Suite 625.
 Please contact the Office of Teaching and Learning at (651) 767-8139 with questions.*