



REQUEST TO REVIEW SPECIFIC INSTRUCTIONAL OR LIBRARY MATERIALS

Please complete this form to request the review of certain instructional materials. For the review of a single assignment or unit of instruction, a time will be established within seven (7) days of receipt of the request for review of the item. For the review of multiple units or an entire course, a time will be established within twenty (20) school days of submission of the request. Reviews will take place at the District's Educational Services Center, located at 1725 N Dodge St., Iowa City, Iowa 52245.

Request to review certain instructional or library materials submitted to the Director of Curriculum and Instruction Carmen Gwenigale (gwenigale.carmen@iowacityschools.org) as the Superintendent's designee under [Board Policy 605.2](#). Please complete one form per student.

REQUEST INITIATED BY _____ DATE _____

Name _____

Address _____

City/State. _____ Zip Code _____ Telephone _____

Name of affected Student _____

Requester's Relationship to Student (must be parent/legal guardian)

BOOK OR OTHER PRINTED MATERIAL TO REVIEW:

Author _____ Print _____ Digital _____ Other _____

Title _____

Publisher (if known) _____

Date of Publication _____



MULTIMEDIA MATERIAL TO REVIEW:

Title Producer (if known) _____

Type of material (filmstrip, motion picture, etc.) _____

I have indicated the materials I would like to review. I recognize the timeframes established for review and that the review will take place at the District's ESC. By signing below, I acknowledge and agree that I will not take pictures or recordings or any materials and that I will not be provided copies of any materials as part of this review.

Dated

Signature

- FOR DISTRICT OFFICIAL USE ONLY -

DATE RECEIVED: _____

REQUEST RECEIVED BY: _____

DATE FOR REVIEW: _____

REVIEW COMPLETED: YES _____ **NO** _____

IF REVIEW DID NOT TAKE PLACE, REASON: _____

Carmen Gwenigale (Signature)

Date