

Literacy Advisory Committee

Request for Review for Educators and Parents

Purpose

The purpose of the Literacy Advisory Committee is to provide instructional support and aid in the appropriate selection of instructional materials and services throughout the school.

Committee Selection

Each school will develop a Literacy Advisory Committee (LAC) made up of the school's media specialist, at least one parent, two current faculty members, and the principal or designee. The principal or designee will serve as the LAC chair. Beginning August 1, 2024, all newly purchased novels (for instructional purposes or housed in the media center) will be reviewed and approved by the LAC prior to purchase or implementation.

*Specific-Content Specialists may be added as needed.

Term Selection: 2 Years

Training

Professional training will be provided to committee members annually by the school's media specialist.

The training will consist of:

- The purpose of the Literacy Advisory Committee
- Proper procedures on the selection process
- How to locate a professional review

Review Process

For Parents/Guardians of Students Enrolled in a SD4 School:

Please complete the attached Request for Review if you wish for the Literacy Advisory Committee to complete an analysis of a novel or review existing instructional materials.

The LAC chair will issue a receipt of acceptance within 10 days of submission.

The LAC chair will convene committee members to review the submitted Request for Review.

The LAC chair will issue the recommendation within 45 days from acceptance receipt.

Review Process

For Educators:

Effective August 1, 2024, all newly purchased novels (for instructional purposes or housed in the media center) will require a Request for Review to be submitted to the LAC chair

The timeline established for parents/guardians applies to educators as well.

Any new novels to be added to the Novel List must be submitted no later than **March 30th** to be considered for review and implementation for the next school year —

LAC Request for Review Form

To complete the Request for Review form, please click the below link.

[Request for Review Form](#)