



MATERIAL REVIEW PROCESS

1

INFORMAL RECONSIDERATION



When a request is submitted, the principal offers an informal review with the requestor to discuss the selection process and the material's purpose. An alternative material may be provided for the student if requested [Form 1](#)

2

FORMAL RECONSIDERATION REQUEST



If the requestor proceeds with a formal challenge, the principal provides the Reconsideration Form, and a committee is appointed within 10 business days of submission. [Form 2](#)

3

COMMITTEE REVIEW



The district provides the committee with the materials within 10 business days. If additional time is needed, a reasonable extension is granted. [Form 3](#)

4

COMMITTEE DECISION

The committee reviews and submits its final decision within 60 business days. The report is shared with the Superintendent, the complainant, and other designated administrators. [Form 4](#)



5

APPEAL

The complainant can appeal the committee's decision according to the district's complaint policy. Policy FNG

