



REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

This form is for use only by district employees, district residents, or parents/guardians of children enrolled in a district school to challenge the content or use of any existing textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library. For complaints regarding the *sufficiency* of instructional materials, please use the Williams Uniform Complaint Procedure complaint form.

Complainant (anonymous complaints will not be accepted) _____

Group represented (if any) _____

Address _____ Phone _____

Email address _____ Date _____

Instructional material being challenged:

Title _____ Author _____

Publisher _____ Date of edition _____

Name of school/classroom material was used _____

1.	Please specifically state the nature of your concern or objection and identify your objection by page, website, webpage and/or link, recording or digital sequence, video frame, or words, as appropriate. Use additional pages if necessary.	
2.	Was the instructional material of concern read/heard/viewed in isolation or was the entire selection read/heard/viewed? If the entire selection was not read/hard/viewed, what is your estimate regarding the percentage of the amount read/heard/viewed?	
3.	What is your concern regarding the consequence if a student reads/hears/views the instructional material? In your assessment, is the instructional material appropriate for the age of the students being taught?	
4.	What would you like the school to do about the instructional material?	

Signature of complainant _____ **Submit this form to the school principal**

For district use: Complaint received by _____ Date _____

Title _____ *Action taken/Date: on reverse or attached*