



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 2255 North Dubuque Road. 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