

REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

Author: _____

Title: _____

Publisher / Company (if known): _____

Copyright date: _____ School(s) in which item is used: _____

Request initiated by: _____

Telephone: _____ Address: _____

City: _____ State: _____ Zip: _____

Do you represent: Yourself _____ An Organization: _____

Another group: _____

1. Type of material on which you are commenting _____
(book, video, textbook, electronic resource, etc.)

2. What brought this material to your attention?

3. What is your concern or complaint? Please be specific.

4. Did you read, see or hear the complete unit of material? If not, which parts?

5. What do you feel might be the result of reading, seeing, or hearing this material?

6. What is positive about this material?

7. For which age group would you recommend this material?

8. Did you locate external reviews of the item? If so, please cite the reviews.

If yes, did the review(s) substantiate your feelings?

9. What do you believe is the theme of the material?

10. Are you aware of the staff member's purpose in using/selecting this material?

11. What would you like the District to do about this material?

12. What do you suggest be provided to replace the item in question?

Signature of Initiator of Request

