

**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 an instructional material. For complaints regarding sufficiency of instructional materials, please use the Williams Uniform Complaint Procedure complaint form.**

Date: \_\_\_\_\_

Name of person filing complaint: \_\_\_\_\_  
**Anonymous complaints will not be accepted.**

Group represented (if any): \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail address, if any: \_\_\_\_\_

Address: \_\_\_\_\_

**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, tape sequence, video frame, or words, as appropriate. You may use additional pages if necessary.
2. Did you read/view the entire selection?
3. If not, what percentage did you read/view, or which parts are you referencing?
4. What do you feel might be the result if a student reads/views this material?
5. For what age group would you recommend this material?
6. What would you like the school to do about this material?
  - Do not assign it to my child
  - Withdraw it from all students
  - Reconsider it

\_\_\_\_\_  
Signature of complainant

**For District Use:**

Request received by: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Action taken: \_\_\_\_\_ Date: \_\_\_\_\_