

# Request for Reconsideration of Instructional Materials

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Please Print

Initiated by: \_\_\_\_\_ Date: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Are you representing yourself?  Yes  No

Are you representing an organization?  Yes  No

If yes, please list the name of the organization: \_\_\_\_\_

Type of instructional material:  Book  Video  DVD  Software  Other

Other – Please specify: \_\_\_\_\_

Title of Work: \_\_\_\_\_

Author of Work: \_\_\_\_\_

Publisher or Producer: \_\_\_\_\_

Copyright Date: \_\_\_\_\_ Date of Publication: \_\_\_\_\_

School: \_\_\_\_\_ Grade level where material is used: \_\_\_\_\_

Please respond to the following questions. If sufficient space is not available, please use the back of this form or an additional sheet of paper.

1. Have you read, viewed, and/or listened to this material in its entirety?  Yes  No

2. Please describe your objections to this material citing specific passages, page numbers, sequences, or other relevant examples.

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3. What do you believe is the main idea or purpose of this material?

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4. What do you feel might be the result of a student using this material?

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5. Have you read any professional reviews of this material?  Yes  No  
If yes, please list and describe those reviews.

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6. Were students required to read or view the material?  Yes  No

7. Did you request an alternative text as a substitution?  Yes  No

8. Was an alternative to the material provided upon request?  Yes  No

9. What action do you recommend the school take on this matter?

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10. What other material of equal or better quality do you recommend as a possible substitution?

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Signature

Date

**Reviewed by:**

Level I

Level II

Level III

# Committee Report on Reconsideration of Instructional Materials

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Please Print

Initiated by: \_\_\_\_\_ Date: \_\_\_\_\_

## Review Committee Members:

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

Administrator: \_\_\_\_\_

Grade Level Representative: \_\_\_\_\_

Library Media Specialist: \_\_\_\_\_

Type of instructional material:       Book       Video       DVD       Software       Other

Other – Please specify: \_\_\_\_\_

Title of Work: \_\_\_\_\_

Author of Work: \_\_\_\_\_

Copyright Date: \_\_\_\_\_ Date of Publication: \_\_\_\_\_

School: \_\_\_\_\_ Grade level where material is used: \_\_\_\_\_

## Instructions:

The Review Committee's report, containing both majority and minority opinions, will be presented to the complainant by the principal at the conclusion of the review.

1. Review the material in terms of Madison City Schools Selection Policy.
2. Study and read all materials and reviews presented to the committee.
3. Passages or parts of the material should not be considered out of context.
4. Virtues and faults should be weighed against each other.
5. The committee's opinions should be based on the material as a whole.

Please respond to the following questions. If sufficient space is not available, please use the back of this form or an additional sheet of paper.

1. List all reviews the committee consulted when reviewing the material. Attach a copy of each.

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2. Does the material support and/or enrich the curriculum?

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3. Does the material stimulate growth in factual knowledge, literary/cultural appreciation, historical ideas, aesthetic principles, or societal values?

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4. Does the material provide information or insight on one or more aspects of a controversial issue?

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5. Is the material representative of one or more cultural, ethnic, or religious groups?

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6. Does the material accommodate one or more of the interest levels, abilities, learning styles, or maturity levels found in the school population?

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**Reconsideration Committee Findings:**

Through careful consideration and much deliberation, we, the Reconsideration Committee, have determined that the instructional material in question shall be retained in / removed from the library's collection.

**Reviewed by:**

Level I

Level II

Level III