

Reconsideration Request

Request to review a book or material · a fair, transparent process for our community

HOW THE PROCESS WORKS

1. Submit this form to the school's designated contact.
2. The school confirms receipt within [X] school days and explains next steps.
3. The material stays available during the review, unless policy directs otherwise.
4. A review committee reads the full material in context and considers the request.
5. A written decision, with reasons, is provided within [X] school days.
6. If you disagree, you may appeal to [role/board] by [how and by when].

Items in [brackets] are set by your school. Every request is handled respectfully and considered as a whole.

YOUR INFORMATION

Full name

Date

Email

Phone

I AM A

☐

Parent / guardian

☐

Staff member

☐

Student

☐

Community member

THE MATERIAL

Title of the material

Author / creator

WHERE DID YOU ENCOUNTER IT?

☐

Library

☐

Classroom

☐

Assigned reading

☐

Other

RECONSIDERATION REQUEST — CONTINUED

WHAT IS YOUR SPECIFIC CONCERN?

Please be as clear as you can.

DID YOU READ / VIEW THE MATERIAL IN FULL? IF NOT, WHICH PARTS?

WHAT OUTCOME ARE YOU REQUESTING?

Signature

Date

OFFICE USE ONLY

Received by

Date received