

## Request for Re-evaluation of Materials

NOTE: No action shall be taken to process this complaint until the complainant has made an effort to discuss his or her concern with the person(s) responsible for using the material.

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Request initiated by

( )

Phone

Address

City

Zip

Complainant represents:

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Self or organization or group (name)

Material to which complainant objects:

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Title

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Author and publisher

1. Identify the person primarily responsible for use of material with whom you discussed your concern.

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Person's name, school, date of discussion

What were the results of the discussion?

2. Have you read the material in its entirety?
3. What is your understanding of why the material was originally selected?

4. What do you find of value in this material?

5. To what in the material do you object?

6. What do you think might be the result of using this material?

7. What action do you recommend to be taken on this material?

Additional comments:

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Signature of Complainant

Date

**Formerly: 2311 F4; 2020.2F4**  
**Date: 05.20.11**