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| Harrisburg School District | NEPN Code: IFA-FORM |
| Policy Manual | |

**CITIZEN'S REQUEST FOR RECONSIDERATION
OF INSTRUCTIONAL/CURRICULAR/LIBRARY MATERIALS**

School: _____

Name of Complainant: _____

Address: _____

Phone: _____

Complainant represents:

_____ Self

_____ Organization (name) _____

_____ Other Group (name) _____

Author and title of challenged item

Type of material (e.g. book, DVD, etc.)

Source, publisher, producer, etc.

Copyright or release date _____

Date complainant reviewed material in its entirety _____

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Describe and locate [e.g. page numbers in a book, scene(s) in a video, etc.] objectionable material.

Why does the complainant believe material is inappropriate for use?

What does the complainant believe might result from continued use of this material?

Are there conditions under which you believe this material might be a value to the instructional program? _____

What do you believe is the theme and purpose of this item?

Are you aware of the judgment of this work by critics or authoritative sources?

Are you aware of the instructional purpose for using this work?

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What would you prefer your school personnel to do about this piece of material?

- Do not assign or recommend it to my child.
- Withdraw it from all students.
- Withdraw it for re-evaluation by the department.
- Restrict for special use under a specific teacher' guidance.
- Assign alternative material.
- Other

Upon receipt of this completed form, the principal will request review of the challenged material by an ad hoc review committee. The committee may consist of a teacher, principal or program supervisor, curriculum director, citizen, and media specialist. A committee shall be appointed and shall be convened within 20 days after the complaint has been filed with the school principal. Vacation days and weekend days are excluded, except during the summer.

Complainant _____ Date _____

Adopted: June 22, 2015

Revised: