



**Request for Reconsideration of
Library/Instructional Materials
Complaint Form 1312.2**

FOR OFFICIAL USE ONLY	
SCHOOL _____	_____
DATE RECEIVED _____	_____

Name		Phone number		Email	
Address			City		Zip code
Representing (select one)			Response to complaint is requested (contact information must be provided)		
<input type="checkbox"/> Self <input type="checkbox"/> Organization _____ <input type="checkbox"/> Other (please specify) _____			<input type="checkbox"/> Yes <input type="checkbox"/> No		

1. Book/instructional material and resource type

Title	Author	Publisher
Resource type		
<input type="checkbox"/> Book (including e-books) <input type="checkbox"/> App <input type="checkbox"/> Movie <input type="checkbox"/> Newspaper <input type="checkbox"/> Magazine <input type="checkbox"/> Game <input type="checkbox"/> Database <input type="checkbox"/> Streaming media <input type="checkbox"/> Audio recording <input type="checkbox"/> Other (please specify) _____ <input type="checkbox"/> Digital resource _____		

2. Did you read/view the entire book/film/instructional material? Yes No
 If no, what specific parts did you read/review (list page numbers, video/audio timeframes, etc.)? _____

3. What is the topic or theme of this book/film/instructional material? _____

4. To what in particular do you object? Provide specific examples, cite pages, provide page numbers, etc. _____

5. Is the book/film/instructional material part of the:
 library collection, instructional curriculum, or other_____
6. What would you like the school or the District to do about this book/film/instructional material? Select one.
 Do not assign it to my child or allow them to check it out of the library where legally permissible.
 Restrict its use to a particular grade level or grade-level band (please specify: _____) where legally permissible.
 Other _____
7. Comments (additional pages with comments may be attached to this form) _____
- _____
- _____
- _____
- _____
- _____
- _____

 Complainant signature

 Date request initiated

Note to Principal

If this request is not resolved at the school level, this form shall be forwarded to the appropriate director within five working days of the date the request was initiated. Attach a report of action taken to resolve the complaint.

Note to Complainant

The complainant shall sign all complaints and provide identifying information in order to receive a proper reply. However, a complaint may be filed anonymously. A complainant who identifies themselves is entitled to a response if the complainant indicates that a response is requested. A complaint form shall include a space to mark to indicate whether a response is requested.

If Section 48985 is otherwise applicable, the response, if requested, and report shall be written in English and the primary language in which the complaint was filed. All instructional material/book complaints and responses are public records. (Education Code 243 and 35186)