

SAMPLE LETTER TO INDIVIDUAL CHALLENGING INSTRUCTIONAL MATERIALS

Dear:

We recognize your concern about the use of _____
in our school district. The school district has developed procedures for selection of instructional materials
but realizes that not everyone will agree with every selection made.

To help you understand the selection process, we are sending copies of the school district's:

1. Instructional goals and objectives,
2. Instructional Materials Selection policy statement, and
3. Procedure for reconsideration of instructional materials.

If you are still concerned after you review this material, please complete the Reconsideration Request
Form and return it to me. You may be assured of prompt attention to your request. If I have not heard
from you within one week, we will assume you no longer wish to file a formal complaint.

Sincerely,

Adopted: 02/09/1998
Reviewed: 05/14/2001; 11/17/2003; 12/11/2006; 10/08/2007; 02/08/2010
Revised: 06/11/2001; 01/12/2004; 01/08/2007; 11/12/2007