Request for Reconsideration Form

The purpose of this form is for submitting complaints against instructional materials, in accordance with Saint Paul Public Schools (SPPS) procedure 607.00.1 – Reconsideration of Instructional Materials. Please see the SPPS procedure manual at http://boe.spps.org/Proceduremanual for the full procedure.

Complainant Information

Name: ____________________________________________________________

Address: _______________________________________________________

Telephone: _______________________________________________________

Representing: □ Oneself □ Organization or group (please specify) __________________________

Material Being Challenged

Title: _____________________________ Author: _____________________________

Publisher/Producer: ________________________________________________

Reason for Complaint: ______________________________________________

Did you review or read the entire work? □ Yes □ No;
If no, please specify what parts were viewed/read: __________________________

Action Requested

What would you like your school/SPPS to do about this work?
□ Not assign it to my child
□ Withdraw it from all students
□ Other (please specify): ____________________________________________

Do you wish to recommend an alternative? ________________________________

Signature: _____________________________ Date: ________________
(without a signature, the request is incomplete and will not be considered)

The form should be submitted the School's main office or SPPS Office of Teaching and Learning at 345 E. Plato Blvd. Suite 625.
Please contact the Office of Teaching and Learning at (651) 767-8139 with questions.