

EDUCATIONAL PROGRAM

Series 600

EXHIBIT SAMPLE LETTER TO INDIVIDUAL CHALLENGING INSTRUCTIONAL
OR LIBRARY MATERIALS No. 605.3E3

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 and Library Materials Selection policy 605.1 statement, and
3. Procedure for reconsideration of instructional and library 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,

Date Approved: October 24, 2016

Last Date Reviewed: November 7, 2022

Last Date Revised: November 7, 2022