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## Staff Response to Challenged Instructional Materials

Title \_\_\_\_\_

Author \_\_\_\_\_

Name of citizen requesting reconsideration of instructional materials  
\_\_\_\_\_

Response by Name \_\_\_\_\_

Position \_\_\_\_\_

School \_\_\_\_\_

Telephone \_\_\_\_\_

I have read the Parent/Guardian Request for Reconsideration of Instructional Materials and my response is as follows:

1. This material is used with the following student population (specific grade level, course, ability/interest group, etc.):

\_\_\_\_\_

2. My purpose in using this material is:

\_\_\_\_\_

\_\_\_\_\_

3. Specific course or program objectives to which this material relates are:

\_\_\_\_\_

\_\_\_\_\_

4. The manner in which I use this material is (whole book, selected parts, supplemental to basic, part of suggested list, free choice by students, etc.):

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\_\_\_\_\_

5. Professional reviews of this material of which I am aware:

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6. District review process of this material of which I am aware:

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7. My response to the issues raised by the challenge:

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\_\_\_\_\_  
Signature of Staff Member

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Date

Revised Dates: 03.25