



REQUEST FOR RECONSIDERATION OF CURRICULUM/LIBRARY MATERIALS, INSTRUCTIONAL ACTIVITIES OR PRESENTATIONS

In accordance with LCPS Policy KEF: Concerns/Complaints About Curriculum/Library Materials, Instructional Activities or Presentations, a complainant may not file a formal complaint until an informal resolution has been attempted.

This completed form must be delivered to the Office of the Associate Superintendent for Instruction, 505 S. Main St., Suite 249, Las Cruces, NM 88001. Assistance with the completion of this form and LCPS Policy and Regulation KEF is available from that office. *You may elaborate on additional pages, if necessary.*

1. Complaint Initiated By: _____

Telephone: _____ Email: _____

Mailing Address: _____

City, State: _____ Zip _____

2. Complainant Represents: (Self or organization) _____

3. Title of material, activity or presentation to which you object _____

4. Type of material []Book []Film []Videotape []Audiotape []Other _____

5. a. What are the specifics of your complaint? (List all specific objections.) _____

b. Are you aware of any research and/or professional review of this material, presentation or activity? Please list specific references. _____

6. Names and addresses of persons who will address the complainants' viewpoint:

Name(s)	Address(es)
_____	_____
_____	_____
_____	_____

7. With whom did you discuss the issue? [] School Principal [] Classroom Teacher [] School Librarian
Other (*please specify*): _____ Date of Discussion _____

8. What was the explanation given to you by this person? _____

9. What specific action are you requesting?
- a. ___ Exempt my child from the material, presentation or activity.
 - b. ___ Allow my child to choose whether or not to participate in it.
 - c. ___ Withdraw it from all students as well as my child.
 - d. ___ Send it to the appropriate department for re-evaluation.
 - e. ___ Reinstate the following: _____
 - f. ___ Amend the procedure or address the problem as follows: _____

