

**CLOVIS UNIFIED  
SCHOOL DISTRICT****COMMUNITY RELATIONS  
COMPLAINTS REGARDING INSTRUCTIONAL MATERIALS****REQUEST FORM –  
RECONSIDERATION OF EXISTING INSTRUCTIONAL MATERIALS**

The Request Form - Reconsideration of Instructional Materials is set forth on the following page and shall be used in accordance with Board Policy and Administrative Regulation No. 1312.2. This Request Form is for use by current District employees, residents who currently reside within the District's boundary, or parents/guardians of students currently enrolled in a District school to request reconsideration of the content or use of any existing textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library.

For complaints regarding sufficiency of instructional materials, please use the Complaint Form – Williams Uniform Complaint Procedures (Exhibit No. 1312.4(2)).

Adopted: 05/13/1992

Reviewed: 02/11/2004

Amended: 12/12/2007, 10/14/2021 (EXH 3306 renumbered as EXH 1312.2), 09/12/2024

Doc# 41657-5 (09/2024, 10/01/2023)



**EXHIBIT NO. 1312.2**

**REQUEST FORM -  
RECONSIDERATION OF EXISTING INSTRUCTIONAL MATERIALS**

Upon completion of this Request Form, please submit it to the principal or designee at the school where the challenged instructional material is being used.

**A. PERSON REQUESTING RECONSIDERATION (ANONYMOUS REQUEST WILL NOT BE PROCESSED)**

Request initiated by: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**To request a reconsideration concerning existing instructional materials used by the District, the person requesting the reconsideration must be a current District employee, a resident who currently resides within the District's boundary, or a parent/guardian of a student currently enrolled in a District school. Must mark one of the following:**

- Current District employee
- Resident who currently resides within the District's boundary, residence address as listed above
- Parent/guardian of a student currently enrolled in a District school. List name(s) of student(s) and school(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B. INSTRUCTIONAL MATERIALS BEING CHALLENGED**

1. Name of school where challenged instructional material is being used: \_\_\_\_\_

2. Type of Instructional Material: \_\_\_\_\_

3. If the challenged material is a book, please provide the following information

a. Author: \_\_\_\_\_

b. Title: \_\_\_\_\_

c. Publisher: \_\_\_\_\_

d. Copyright Date: \_\_\_\_\_ Date of Edition: \_\_\_\_\_

4. If the challenged material is not a book, please describe the material: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. State the nature of your concern or objection and identify the specific page(s) or item(s) that is being challenged (attach separate pages if spaces needed): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. State the action(s) you are requesting that the school take regarding the challenged material: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOR DISTRICT USE ONLY**

Date Complaint Received: \_\_\_\_\_

- Mark One:  Complaint resolved through informal resolution  
 Reconsideration conducted and response issued  
 Complaint withdrawn  
 Other (specify): \_\_\_\_\_

District Staff: Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_