



Board of Education Policy Exhibit 1420.1

REQUEST FOR RECONSIDERATION

Burnt Hills-Ballston Lake Central School District Request for Reconsideration The school board of Burnt Hills-Ballston Lake Central School District has delegated the responsibility for selection and evaluation of library/educational resources to the school library professional staff/curriculum committee, and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of school or library resources, please return the completed form to the coordinator of library media resources or principal.

Name _____ Date _____

Address _____

City _____ State/Zip _____

Phone _____ Email _____

Do you represent yourself? ____ Or an organization? ____ Name of Organization _____

Resource on which you are commenting: ____ Book (e-book) ____ Movie ____ Magazine ____ Database ____
Audio Recording ____ Newspaper ____ Streaming Media ____ Other: _____

Title _____

Author/Producer _____

1. Have you personally read/viewed the entire resource? ☐Yes ☐No Please do so before completing form.

2. Is the resource part of the curriculum, library collection, or other? _____

3. What brought this resource to your attention? _____

4. What is your specific objection to this material? Cite passages, illustrations, audiovisual timestamps, links, etc.

5. What do you consider to be the general purpose of the author/producer of this work?

6. What do you feel might be the result of exposure to this work?

7. What action are you requesting the committee consider?

Dear _____

We appreciate your concern over the use of _____ in our school district. The district has developed procedures for selecting materials, but realizes that not everyone will agree with every selection made. If you are still concerned after you review this material, please complete the Request for Reconsideration of Material form and return it to me. You may be assured of prompt attention to your request. If I have not heard from you within two weeks, we will assume you no longer wish to file a formal complaint.

Sincerely,

Principal
