

DATE:

NAME:

STREET ADDRESS:

CITY, STATE, ZIP:

Dear Principal _____:

I write in my capacity as the parent and/or legal guardian of _____, who is a student in Montgomery County Public Schools. Pursuant to Evaluation and Selection of Instructional Materials and Library Books, §IV(F), I am formally requesting reconsideration of the following instructional materials and/or library books in your school.

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It is my belief that this/these book(s) are inappropriate for use in your school setting because:

Please advise on next steps to discuss use of this/these book(s) at _____ School. I welcome the opportunity to meet with you to address these concerns at your earliest availability. In the event we cannot reach a resolution at this level, please share with me a copy of the *Request for Reconsideration of Instructional Materials and Library Book form*, which can be obtained from the supervisor of Education and Selection.

While [this/these] books are pending review, I understand the above book(s) will not be withdrawn during review. However, if the above noted materials are intended for use in my child's classroom, **this letter serves as my written demand to review the above noted material(s), along with all associated instructional material, and teachers' manuals and training documents. I am also requesting ample time to review all materials prior to their use in the classroom, a minimum of five (5) days prior to their planned use.** I submit this demand and appreciate you respecting it pursuant to my rights and the rights of my child under the Protection of Pupil Rights Amendment.

I look forward to your prompt confirmation of receipt of this letter and look forward to collaborating with you in the best educational interest of my child.

Sincerely,

Name:

Email: