

# Castro Valley Unified School District

## COMPLAINT CONCERNING INSTRUCTIONAL MATERIALS

In accordance with the Castro Valle Unified School District Board Policy and Administrative Regulation 1312.2, this form serves the purpose of recording a given complaint and initiating the formal complaint procedure concerning instructional materials. This form is for use only by district employees, district residents, or parents/guardians of students enrolled in a district school to challenge the content or use of an instructional material. *For complaints regarding sufficiency of instructional materials, please use the [Williams Uniform Complaint Procedure complaint form](#).*

Date: \_\_\_\_\_

Name of person filing complaint: \_\_\_\_\_

**Anonymous complaints will not be accepted.**

Group represented (if any): \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Home/Mailing Address: \_\_\_\_\_

### Material Being Challenged:

Title: \_\_\_\_\_

Author: \_\_\_\_\_

Publisher: \_\_\_\_\_ Date of Edition: \_\_\_\_\_

Name of school/classroom material was used: \_\_\_\_\_

Please specifically state the nature of your concern or objection and identify your objection:

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Recommended Resolution:

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Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Please file this complaint with the principal or designee at the school in which the complaint arises.**

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### For District Use:

Request received by: \_\_\_\_\_ Date: \_\_\_\_\_

Action taken: \_\_\_\_\_ Date: \_\_\_\_\_