

5.20F1 -- Checklist for Reconsideration of a Work

Name of Patron:

Name of Challenged Material:

Date request received:

_____ Determine timeline for challenge

_____ See that Reconsideration Committee is Appointed

_____ Prepare and distribute Reconsideration Committee Packet

_____ Accept Reconsideration Committee report

_____ Determine whether policy and procedures were followed

_____ Archive material and notify all affected parties of report

_____ If policy and procedures were followed, implement findings of Reconsideration Committee

_____ If policy and procedures were not followed, notify Superintendent

_____ Prepare School Board Review Packet

_____ Designate person(s) to attend board meeting to answer any questions that board members may have

_____ Implement the decision

_____ Notify all affected parties of the decision

_____ Archive all materials and paperwork concerning this challenge

Approved by Board: May 20, 2008