

**ADMIN PROCEDURES MANUAL**

**Administrative Procedure 251 – Form 251-3**

**LEARNING RESOURCE CONCERN FORM**

On the basis of appropriateness, a student/parent/guardian or staff member may formally communicate concerns regarding a learning resource. Concerns must first be addressed and resolved, if possible, at the school level with the staff in question, and in turn with the principal.

Concern initiated by:		Date:	
Role in the school community:	<input type="checkbox"/> Parent/guardian	<input type="checkbox"/> Student	<input type="checkbox"/> Staff member
Phone Number:	Email:		
Address:			
School Community:	Course/Grade:		
Title of Resource:	Author(s):		
Publisher:	Publication Date:		

1. Describe how the resource is being used in the classroom:

2. Have you discussed the resource with:  Teacher  Principal

What was the outcome of your discussion:

3. To what aspect(s) of the resource(s) do you object?

	Page(s)	Specific Objection
a		
b		
c		

4. What effect do you feel the resource has on learning?

5. Have you reviewed the entire resource?  Yes  No

6. Additional Comments:

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

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

**References:** *Administrative Procedure 251 – Learning Resources*

**Related Documents:**

*Focused Education Resources – Resource Selection Model (Appendix 1)*

*Form 251-1: District Criteria for the Selection of Learning Resources*

*Form 251-2: Learning Resource Review Form*

*Form 251-4: Reconsideration of Learning Concern Form*