

APPEAL OF LITERARY MATERIALS REVIEW DECISION

Appeal Form – Literary Materials Review

For participants appealing an initial school-level review decision to the Superintendent

Use this form only after an initial review decision has been issued by the school. Submit the completed appeal form to the Superintendent within 5 school days of receiving the written decision.

1. Appeal Information

School		Date Appeal Submitted	
Appellant Name		Role	
Phone / Email		Case Number	
Date of Initial Decision		Date Decision Received	

2. Material Being Appealed

Title		Author	
School Location		Collection Type	Library / Classroom / Digital
Principal/School Contact		Initial Outcome	Remove / Retain / Modify Access

3. Grounds for Appeal

Please explain why you disagree with the initial review decision. **Be specific** and refer to the written decision if possible.

4. Requested Outcome

Uphold the appeal and reverse the initial decision
Uphold the appeal in part and modify the initial decision
Review for procedural fairness or application of criteria
Other requested action: _____

5. Supporting Documentation

Attach any supporting documents you would like the Superintendent to review, such as:

- copy of the initial written decision
- marked pages, screenshots, or notes
- any additional explanation relevant to the appeal

Attached documents: _____

6. Appellant Declaration

I confirm that this appeal relates to the initial school-level review decision and that the information provided in this appeal is accurate to the best of my knowledge.

Signature	Date

For Superintendent Office Use

Date appeal received	
Acknowledgement sent	
Additional information requested	
Review completed by	
Superintendent decision	
Date decision issued	
Notes / rationale	

Timelines: appeals should be submitted within 5 school days of the initial decision. The Superintendent should issue a written appeal decision within 10 school days of receiving the appeal, unless additional review time is required.