

## Procedure for Requesting an Alternate Text

CRHS understands that in ability-grouped, mixed age classes, the occasional family may be uncomfortable with a given work of literature for their child. The following procedure is to be used when requesting an alternate text for the student to read during that unit. Please note, however, that when a student reads additional alternate texts, he/she will not have the same experience, for it is not possible to receive the full benefits of classroom activities and discussions.

Procedure:

1. It is recommended that parents read the text in question;
2. After reading the work, the parent must complete a Request for an Alternate Text form;
3. The parent must contact the teacher to discuss possible alternate texts of same genre, equivalent quality & utility, and comparable difficulty. Parents and Staff will work to explore alternatives. The teacher will have final approval of the alternate text. The LAL Supervisor will oversee the process and keep records.

**Any requests that do not follow these procedures or are not submitted two weeks prior to the beginning of the new unit cannot be considered.**

In the event that an alternate text is used, the teacher will:

- Read the alternate text;
- Assist the student with creating an alternate unit calendar;
- Adapt major unit projects (research, speeches, essays, and unit tests);
- Provide equal access to extra help.

The teacher will not:

- Develop a separate unit packet with background information, literary terms, and discussion questions;
- Modify existing lesson plans for the rest of the class;
- Excuse the student from participating in vocabulary and grammar activities associated with the unit.

**Request for an Alternate Text Form**

**Date:**

**Student name:**

**Parent name and phone number:**

**English 9 10 11 12 (circle one)**

**Text in question: \_\_\_\_\_ Approximate start date of unit: \_\_\_\_\_**

**I, \_\_\_\_\_, have read or reviewed previews of the text. My specific objections and reasons for requesting an alternate text are (attach an additional sheet if needed):**

**Possible alternate texts (texts should be comparable to text in question in terms of genre, quality & utility, and difficulty):**

**Action taken (to be filled out by LAL Supervisor):**

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**Parent signature: \_\_\_\_\_ Date:**

**Student signature: \_\_\_\_\_ Date:**

**Teacher signature: \_\_\_\_\_ Date:**

**Supervisor signature: \_\_\_\_\_ Date:**