

**Policy 604/606 Formal Request for Alternative Instruction**

**604-Relates to Instruction  
606-Relates to Textbooks and Materials**

**Minnesota Statutes, section 120B.20 (Parental Curriculum Review) provides:**

Each school district shall have a procedure for a parent, guardian, or an adult student, 18 years of age or older, to review the content of the instructional materials to be provided to a minor child or to an adult student and, if the parent, guardian, or adult student objects to the content, to make reasonable arrangements with school personnel for alternative instruction. Alternative instruction may be provided by the parent, guardian, or adult student if the alternative instruction, if any, offered by the school board does not meet the concerns of the parent, guardian, or adult student. The school board is not required to pay for the costs of alternative instruction provided by a parent, guardian, or adult student. School personnel may not impose an academic or other penalty upon a student merely for arranging alternative instruction under this section. School personnel may evaluate and assess the quality of the student's work.

The St. Croix Preparatory school board adopted Policy 604 (Instructional Curriculum), which incorporates Minnesota Statutes, section 120B.20.

A parent, guardian, or adult student wishing to review instructional material must contact the classroom teacher in a timely manner to schedule a meeting to review specific instructional materials. This meeting may address curriculum questions and how the specific instructional materials are part of the educational program.

After a meeting to review specific instructional materials, a parent, guardian, or adult student may submit a Formal Request for Alternative Instruction form to the school principal. A Formal Request should be submitted with ample time for accommodation planning. A separate form must be completed in full for each instructional material to be provided to the student for which alternative instruction is requested.

The principal will collaborate with school staff to arrange reasonable district-provided alternatives that meet Minnesota academic standards. If these arrangements do not meet the concerns of the parent, guardian, or adult student, alternative instruction may be provided by the parent, guardian, or adult student, with associated costs borne by the parent, guardian, or adult student.

Please return a completed form to:

The Principal of that Division

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\_\_\_\_\_  
**Name of Requestor**

\_\_\_\_\_  
**Address**

\_\_\_\_\_

\_\_\_\_\_  
**Phone** **Email**

**1. Student Information**

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Course (if applicable): \_\_\_\_\_

Teacher: \_\_\_\_\_

**2. Specific Instructional Material for which Alternative Instruction is Requested**

Course/Subject: \_\_\_\_\_

Title/Unit/Lesson: \_\_\_\_\_

Description of the Specific Instructional Material:

\_\_\_\_\_  
\_\_\_\_\_

**3. Nature of the Concern with the Specific Instructional Material**

Please explain the concern you have concerning the Specific Instructional Material so that school personnel can identify potential alternative instruction options.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian/Adult Student Signature: \_\_\_\_\_

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

**\*Please complete a separate request for each Specific Instructional Material**

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**4. School District Response**

(To be completed by the Principal

Alternative Instruction Plan:

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

Responsible Staff: \_\_\_\_\_

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

Principal/Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**5. Parent/Guardian/Adult Student Response**

\_\_\_ I agree to the Alternative Instruction Plan set forth above.

\_\_\_ I choose to provide alternative instruction. I understand that the charter school is not required to bear the cost of alternative instruction offered by a parent, guardian, or adult student. I acknowledge that school personnel may assess the quality of alternative work for purposes of academic credit.

Parent/Guardian/Adult Student Signature: \_\_\_\_\_

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

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If legal advice is needed, the school district's or charter school's legal counsel should be contacted.  
While current at the time it was created, this document may be later superseded by legislative or other action.