Cabell County Schools welcomes parents, custodians, and guardians to review instructional materials in classroom. If you would like to review instructional materials, please follow the steps below:

Step 4 Executive Director Reports

Executive Directors will record meeting times and dates to ensure all timelines are met.

Step 1 Request

Parent, custodian, or guardians make a request through Forms to review Instructional materials.

 [(Click here for link)](https://forms.office.com/r/dZjPqBLrwm)

Step 2 Request received by the Executive Director

An email notification will be sent to the Programmatic ED and they will send the request to the principal to schedule an appropriate time and date to review materials

Step 5 Formal Complaint to the County BOE

If the school does not comply and meet all deadlines parents/guardians may submit a complaint form to the County BOE. Form can be found [here.](https://wvk12-my.sharepoint.com/%3Aw%3A/g/personal/jboggs_k12_wv_us/EfpkUhQjeQ1NvsJKVHj-WVoB-mL_YAKM49oqKIpfwVo8SQ?e=ZJxp83)

Step 6 Formal Complaint to the WVDE

If the Cabell County does not comply and meet all deadlines parents/guardians may submit a complaint form to the County BOE. Form can be found [here.](https://wvk12-my.sharepoint.com/%3Aw%3A/g/personal/jboggs_k12_wv_us/EXIe-5sBvLZOnStEALdWJgMB_bnTmtm4kLBbnS_Zmp5gVQ?e=sC5iUL)

Step 3 Principal Contacts the Parent/Guardian

School administration will need to respond the request within 24 hours and schedule a meeting with the teacher/parent/guardian within 10 working days. Please email the Executive Director the meeting time and location.