

Students

Series 500

Policy Title: Letter to Parent Regarding Receipt of a Subpoena

Code No. 506.1E6

LETTER TO PARENT REGARDING RECEIPT OF A SUBPOENA

Date

Dear (Parent):

This letter is to notify you that the \_\_\_\_\_ Community School District has received a (subpoena or court order) requesting copies of your child's education records. The specific records requested are \_\_\_\_\_.

The school district has until (date on subpoena or court order) to deliver the documents to (requesting party on subpoena or court order). If you have any questions, please do not hesitate to contact me at (phone #).

Sincerely,

(Principal or Superintendent)

Adopted: June 4, 2018

Reviewed:

Revised: