

STUDENT PERSONNEL

LETTER TO PARENT REGARDING RECEIPT OF A SUBPOENA
Code No. 506.1E7

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 permanent 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)

Reviewed: 04/08/2019