

STUDENT PERSONNEL

Series 500

EXHIBIT LETTER TO PARENT/GUARDIAN REGARDING RECEIPT OF A SUBPOENA No. 506.1E6

Date: _____

Dear (Parent/Guardian) _____:

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)

Date Approved: May 8, 2017
Date Last Reviewed: August 29, 2022
Date Last Revised: August 29, 2022