

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 _____ requesting copies of your child's permanent (subpoena or court order) records. The specific records requested are _____

(list records)

The school district has until _____ to deliver the documents to _____
(date on subpoena or court order)

(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)