

LETTER TO PARENT REGARDING RECEIPT OF A SUBPOENA

Date

Dear _____:

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)