

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)