

## Letter to Parent Regarding Receipt of a Subpoena

Date \_\_\_\_\_

Dear ( \_\_\_\_\_ Parent \_\_\_\_\_ ):

This letter is to notify you that the Interstate 35 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

641. \_\_\_\_\_.

Sincerely,

(Principal or Superintendent)

Reviewed: June 29, 2015