

LETTER TO PARENT REGARDING RECEIPT OF A SUBPOENA

Date

Dear (Parent),

This letter is to notify you that the North Scott Community School District has received a (subpoena or court order) requesting copies of your child's student records. The specific records requested are as follows:

\_\_\_\_\_.

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)  
North Scott Community School District

Approved:        May 26, 1998  
Reviewed:        April 24, 2017  
Revised:         January 28, 2013