

STUDENT RECORDS
(Letter to Parent Regarding Receipt of a Subpoena)

Date: _____

Dear _____ (parent/guardian):

This letter is to notify you that the «districtCommonName» has received a (subpoena/court order) requesting copies of your child's permanent records. The specific records requested are _____.

The school district has until _____ (date on subpoena/court order) to deliver the documents to _____ (requesting party on subpoena/court order). If you have any questions, please do not hesitate to contact me at _____ (phone number).

Sincerely,

Signature/Title

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Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.

Implemented: 01-13-2009

Revised:

Tri-County RVII School District; Jamesport MO