

LETTER TO PARENT REGARDING RECEIPT OF A SUBPOENA

Date

Dear     (Parent)    :

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

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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)