

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 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   (phone #)  .

Sincerely,

(Principal or Superintendent)