

LETTER TO PARENT REGARDING RECEIPT OF A SUBPOENA

Date _____

Dear _____:
Name of Parent

This letter is to notify you that the Humboldt Community School District has received _____
_____ requesting copies of your child's education records.
subpoena or court order

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 Number)

Sincerely,

(Principal or Superintendent)