

Code No. 506.1E7

LETTER TO PARENT REGARDING RECEIPT OF A SUBPOENA

Date: \_\_\_\_\_

Dear \_\_\_\_\_:

This letter is to notify you that the Northeast 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 563-577-2249 or 563-522-2006.

Sincerely,

(Principal or Superintendent)  
Northeast Community School District