

LETTER TO PARENT/GUARDIAN REGARDING RECEIPT OF A SUBPOENA

Date

Dear (Parent):

This letter is to notify you that the Bondurant-Farrar Community School District has received a (subpoena or court order) requesting copies of your child's education 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)

Adopted: 04/28/2001

Reviewed: 04/09/2001; 03/29/2004; 03/12/2007; 05/09/2011; 5/22/2017

Revised: 04/12/2004; 04/09/2007; 06/13/2011; 5/22/2017