

Policy 505.6-E7 Letter to Parent Regarding Receipt of Subpoena or Court Order

Date: _____

Dear _____,
Parent/Legal Guardian Name

This letter is to notify you that the Linn-Mar Community School District has received a
_____ requesting copies of your student's education records.
Subpoena or Court Order

The specific records requested are:

The school district has until _____ to deliver the documents to
Date on Subpoena or Court Order

_____. If you have questions, please do not
Requesting Party on Subpoena or Court Order

hesitate to contact me at _____.
Email Phone Number

Sincerely,

Name of School District Official

Title