Policy Series 500 - Students Miscellaneous Matters



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 to deliver the documents to
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

Adopted: 8/17

Reviewed: 10/19; 12/20; 10/23; 10/23 Related Policy: 505.6; 505.6-R; 505.6-E2-E6

IASB Reference: 506.01-E(6)