

**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 _____
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

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)