

**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