

LETTER TO PARENT REGARDING RECEIPT OF A SUBPOENA

Date _____

Dear _____:
(Parent)

This letter is to notify you that the George-Little Rock Community School District has received a _____ requesting copies of your child's education records. The specific records (Subpoena or Court Order) requested are _____.

The school district has until _____ to deliver the documents
(date on subpoena or court order)

to _____. If you have any questions, please do not hesitate to
(requesting party on subpoena or court order)

contact me at (712) 475-3311.

Sincerely,

(Principal or Superintendent)