

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)