

Code No. 506.1E7 LETTER TO PARENT REGARDING RECEIPT OF A SUBPOENA

Date _____

Dear (Parent) :

This letter is to notify you that the Central Community School District has received a (subpoena or court order) requesting copies of your child's permanent records. The specific records requested are:

The school district has until (date on subpoena or court order) to deliver the documents to (requesting party on subpoena or court order) . If you have any questions, please do not hesitate to contact me at 563-245-1750 or 563-245-1472 .

Sincerely,

Principal

