

# Series 500 – Students

Policy Title: LETTER TO PARENT REGARDING RECEIPT OF A SUBPOENA

Policy Code No. 506.1E6

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Date \_\_\_\_\_

Dear \_\_\_\_\_:

This letter is to notify you that the Newton 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 \_\_\_\_\_ to deliver the documents to \_\_\_\_\_.

If you have any questions, please do not hesitate to contact me at \_\_\_\_\_.

Sincerely,

(Principal or Superintendent)

Date of Adoption	03/25/2019
Review Date	04/27/2020
Revision Date	04/27/2020