

Series 500 – Student Personnel

Policy Title: LETTER TO PARENT REGARDING RECEIPT OF A SUBPOENA
Policy Code No. 505.2E7

LETTER TO PARENT REGARDING RECEIPT OF A SUBPOENA

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

Review Date

Revision Date

Legal Ref.:

Cross Ref.: