

LETTER TO PARENT REGARDING RECEIPT OF A SUBPOENA

Date \_\_\_\_\_

Dear     (Parent)    :

This letter is to notify you that the Hartley-Melvin-Sanborn 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     (phone #)    .

Sincerely,

(Principal or Superintendent)