

LETTER TO PARENT REGARDING RECEIPT OF A SUBPOENA

Date: _____

Dear _____:
(Parent)

This letter is to notify you that the Tipton Community School District has received a
_____ requesting copies of your child's education records.
(requesting party on subpoena or court order)

The specific records requested are _____.

The school district has until _____ to deliver the documents to
(date on subpoena or court order)
_____. If you have any questions, please do not
(requesting party on subpoena or court order)

hesitate to contact me at _____.
(phone number)

Sincerely,

(Principal or Superintendent)