

Notice of Intent to Comply with Subpoena/Court Order

Note to administrator: This notice may be mailed or emailed. DO NOT SEND this notice if the subpoena or court order indicates parents are not to be notified.

Date: _____

To parents/guardians of: _____

Parent/guardian email address: _____

Campus name: _____

Grade level: _____

Dear parent/guardian:

Enclosed please find a copy of a **subpoena or court order**, which was received on _____, 20__ (date received). The subpoena or court order requires one or more of the following actions by the date noted on the attached subpoena or court order:

- The disclosure of student information/records of _____ (name of student); and/or
- The testimony (under oath) of a District employee in the above-noted case. During the testimony, the employee under subpoena may be required to disclose information concerning the student, including information from his or her educational record.

The District is required by law to comply with lawfully issued subpoenas and with court orders. According to the Family Educational Rights and Privacy Act, the District is required to notify a parent in advance that the District intends to comply with the subpoena or court order. If you have no objections to the District's compliance with the subpoena or court order, no further action is necessary. If you have such objections to the District's release of information in compliance with the subpoena or court order, please consult your attorney or take whatever steps you deem necessary with the issuing party, agency, or court.

The District will comply as directed by the subpoena or as provided by law unless the parent provides a copy of, or confirmation of, the filing of your objection, if any, with the court. To prevent the District from disclosing information or records the parent deems objectionable, a new court order prohibiting the disclosure or describing in detail the information not to be disclosed must be received by the administrator noted below prior to the deadline in the attached subpoena or court order.

Sincerely,

Principal/Administrator

Enclosure/attachment