

NOTICE OF COURT ORDER OR SUBPOENA

Dear Parent/Guardian or Student:

This is to inform you that _____
Name of District

received a Court Order/Subpoena requesting that the following records which are part of your

_____ relationship _____ name

confidential records be presented to _____
name

at _____
time and place

Please be advised that said records will be provided in accordance with the Court Order/Subpoena.

Very truly yours,

(This letter is to be used to notify parents/guardians or eligible students of a Court Order or Subpoena to examine and make copies of personally identifiable student records. It must be sent prior to compliance with the Court Order or Subpoena.)