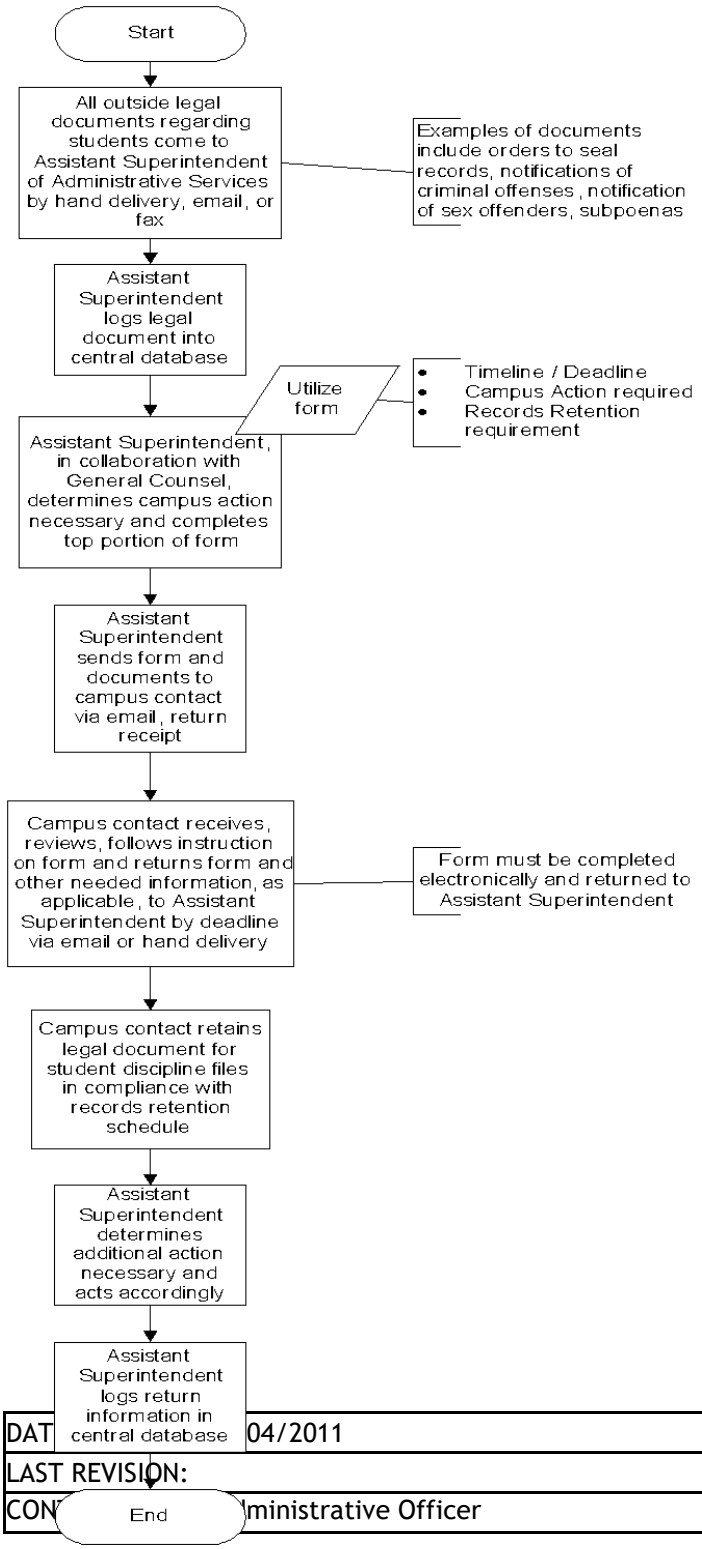
If a legal document (such as a subpoena, order to seal records, notification of student criminal offense, notice of student sex offender, or a notice of a claim against the District) is received by an employee in the course and scope of his/her employment, the employee must immediately forward that legal document to their supervisor. Supervisors must forward the legal document to the Assistant Superintendent of Administrative Services and the attached process must then be followed. As time is often of the essence, initiation of the process is expected to happen as soon as possible.

Legal documents which do not relate to students (those relating to employees, for example) should follow the process for utilizing the in-house attorney, including completion of a Legal Services Request Form.

Once a legal action, such as a lawsuit or special education due process hearing, is underway, each incoming document does not require initiation of the process established here. General Counsel and affected functions will work cross-functionally to handle ongoing legal matters.

**Legal Documents Relating to Students Form**


Start
All outside legal documents regarding students come to Assistant Superintendent of Administrative Services by hand delivery, email, or fax
Examples of documents include orders to seal records, notifications of criminal offenses, notification of sex offenders, subpoenas
Assistant Superintendent logs legal document into central database
Utilize form
Timeline / Deadline
Campus Action required
Records Retention requirement
Assistant Superintendent, in collaboration with General Counsel, determines campus action necessary and completes top portion of form
Assistant Superintendent sends form and documents to campus contact via email, return receipt
Campus contact receives, reviews, follows instruction on form and returns form and other needed information, as applicable, to Assistant Superintendent by deadline via email or hand delivery
Form must be completed electronically and returned to Assistant Superintendent
Campus contact retains legal document for student discipline files in compliance with records retention schedule
Assistant Superintendent determines additional action necessary and acts accordingly
Assistant Superintendent logs return information in central database
End