



Superintendent's Circular

NUMBER:
LGL-05
Version 01

SUBPOENAS

This circular will remain in effect unless rescinded or suspended by a subsequent version..

SUBPOENA: When receiving a subpoena for student records, personnel records, medical records, or any other document, a copy of the subpoena must be emailed or delivered immediately to the Office of Legal Advisor for review.

Subsequent to that, please forward all responsive records with the original subpoena to the Office of Legal Advisor. Such a subpoena should be emailed or delivered, even if it is addressed to an individual, rather than the “keeper of the records.” Witness subpoenas (i.e., a subpoena that seeks testimony rather than documents) should also be emailed or delivered to the Office of Legal Advisor for appropriate consultation.

If sending by email, please email legal@bostonpublicschools.org.

For more information about this circular, contact:

Owner:	Legal Advisor
Department:	Office of Legal Advisor
Mailing Address:	2300 Washington Street, Roxbury, MA 02119
Phone:	617-635-9320
Fax:	617-635-9327
Email:	legal@bostonpublicschools.org

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Mary Skipper, Superintendent