

Exhibit 506.01-E(6): Student Records Access - Receipt of Subpoena

Status: ADOPTED

Original Adopted Date: 02/20/2023 | **Last Revised Date:** 11/25/2024 | **Last Reviewed Date:** 11/25/2024

See PDF on the next page.

LETTER TO PARENT REGARDING RECEIPT OF A SUBPOENA

Date

Dear (Parent):

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

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

Sincerely,

(Principal or Superintendent)