

LETTER TO PARENT/GUARDIAN REGARDING RECEIPT OF A SUBPOENA

Date

Dear (Parent/Guardian) :

This letter is to notify you that the Waterloo 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)

ADOPTED: 8/4/00

Reviewed: 10/7/04, 5/27/08, 6/1/09, 6/9/14, 5/2/19