

STUDENT RECORDS
(Letter to Parent Regarding Receipt of a Subpoena)

Date: _____

Dear _____ (parent/guardian):

This letter is to notify you that the Boonville R-I School District has received a (subpoena/court order) requesting copies of your child's permanent records. The specific records requested are _____.

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

Sincerely,

Signature/Title

* * * * *

Note: *The reader is encouraged to review policies and/or procedures for related information in this administrative area.*

Implemented: **December 19, 2007**

Revised:

Boonville R-I School District, Boonville, Missouri