

LETTER TO PARENT REGARDING RECEIPT OF COURT ORDER OR SUBPOENA

Date

Dear (Parent):

This letter is to notify you that the Grinnell-Newburg Community School District has received a (court order or subpoena) requesting copies of your child's permanent records.

The specific records requested are_____.

The school district has until (date on court order or subpoena) to deliver the documents to (requesting party on court order or subpoena).

If you have any questions, please do not hesitate to contact me at (phone #).

Sincerely,

(Principal or Superintendent)