

LETTER TO PARENT REGARDING RECEIPT OF A SUBPOENA

Date

Dear (Parent):

This letter is to notify you that the Ogden 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)

Approved: May 31, 2017 Reviewed: February 11, 2019 Revised: _____