

MUSCATINE COMMUNITY SCHOOL DISTRICT BOARD POLICY

506.1E6 Letter to Parent Regarding Receipt of a Subpoena

(Date)

Parent Name

Address

City State, Zip

Dear *(Parent)*:

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

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

Sincerely,

Building Principal or
Superintendent