

NEVADA COMMUNITY SCHOOL DISTRICT BOARD POLICY

STUDENTS – SERIES 500

Subseries 506: STUDENT RECORDS

CODE #506.1E6

LETTER TO PARENT REGARDING RECEIPT OF A SUBPOENA

Date _____

Dear (Parent) :

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