

SCHOOL / LOCATION LETTERHEAD

[Instructions: Delete these instructions for final version. This template may be used upon receipt of a subpoena or court order requiring the disclosure of records or the testimony of a school employee in a legal proceeding (deposition, court hearing in criminal or civil matters, or administrative proceedings involving employee misconduct or student discipline.) Please specify the appropriate tribunal (court, administrative agency, hearing officer, etc.) below and **mark all applicable boxes**. If the student is a general education adult student (age 18 or over or emancipated), address this notice to the student only. If the student is an ESE adult student, address the letter to both the parent and the student.]

NOTICE OF INTENT TO COMPLY WITH SUBPOENA / COURT ORDER

_____ (date)

Name & address of Parent / Guardian / Adult Student

Student name _____ Date of Birth _____

[Case Name: _____ v _____]

[Tribunal: _____]

Case No. _____]

Dear _____:

Enclosed please find a copy of a **subpoena or court order** which was received on _____.
(date)

The subpoena or court order requires one or more of the following actions:

- The disclosure of student information/records of _____ (name of student).
- The testimony (under oath) of a school district employee in the above-noted case. During the testimony, the employee under subpoena may be required to disclose information concerning the student, including information from his/her educational record.

School District employees are required by law to comply with lawfully issued subpoenas and with court orders. According to the Family Educational Rights and Privacy Act, the District is required to notify you in advance that the undersigned intends to comply with the subpoena or court order. You need not take any action **except** if you wish to file objections to the subpoena or court order. If you have such objections, please take whatever steps you deem appropriate and file your written objections in the legal proceeding noted above within 10 calendar days of this letter or before the date stated in the subpoena or court order, **whichever is earlier**.

The undersigned will comply as directed or as provided by law unless you provide a copy of, or confirmation of, the filing of your objection, if any. To prevent the school or employee from disclosing information or records you deem objectionable, a new court order must be received prohibiting the disclosure or describing in detail the information not to be disclosed. Your prompt response is appreciated.

Sincerely,

Principal / Administrator (signature)

Enclosure