

Board Policy

Code No. 506.1E7

LETTER TO PARENT REGARDING RECEIPT OF A SUBPOENA

Date _____

Dear _____ (Parent):

This letter is to notify you that the Bettendorf 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)

*Reapproved: April 6, 2004
March 5, 2007*

Revised: August 6, 2012