

Date: _____

Dear (Parent):

This letter is to notify you that the Monticello 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)

Adopted: 03/15/04

Reviewed: 12/22/08; 12/18/13; 11/28/16; 6/27/22

Revised: