



Parent Notice: Receipt of Subpoena or Court Order Requesting Student Records

Date: _____

From: _____ (School or Facility)

Address: _____

(Parent/Guardian)

(Address)

Tallahassee, Florida 323__

Dear Parent/Guardian of _____ (Student Name)

On _____ (date), Leon County Schools received a [subpoena or court order] directing Leon County Schools to provide certain student records and student information pertaining to your child(ren). A copy of that [subpoena or court order] is attached to this letter for your review.

The Family Educational Rights and Privacy Act, 20 U.S.C. §1232g and Section 1002.22, Florida Statutes, require that LCS notify the student and the student's parent when it receives a [subpoena or court order] requesting student records before the student records are released. In accordance with that statute, you are hereby notified of the [subpoena or court order]. If you have any questions or concerns, please contact the issuing party.

Sincerely yours,

Signature

Printed Name/Title

Attachment

Revised: 8/2014

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Building the Future Together