

SAMPLE

**RELEASE OF STUDENT INFORMATION IN COMPLIANCE WITH COURT ORDER**

Date \_\_\_\_\_

Dear Parent/Guardian:

In accordance with the Family Educational Rights and Privacy Act of 1974, you are hereby notified that records pertaining to your son/daughter, \_\_\_\_\_, have been subpoenaed by \_\_\_\_\_.

In accordance with the law, the school district will provide this information to comply with the aforementioned court order.

\_\_\_\_\_  
Custodian of Student Records

\_\_\_\_\_  
School/Department

\_\_\_\_\_  
Telephone