

LETTER OF NOTIFICATION
(for records of an eligible student)

Re: *(name of case on front on subpoena)*

Dear *(student)*,

Enclosed is a copy of a Subpoena Duces Tecum that was served on *(name in subpoena)* *(or served on the School Board)* on *(date served)*, requesting the release of your school records plus any other records in our possession *(or identify the specific records subpoenaed)* regarding you.

Pursuant to Section 1002.22, Florida Statutes (2012), and The Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g, 34 CFR Part 99, our office is notifying you in advance of compliance with the subpoena.

If you have any objections or questions, you need to contact your personal attorney.

Sincerely,

(Name of person signing letter)

(Title of person signing letter)

Enclosure