

# ***LETTER OF NOTIFICATION***

*(for records of an eligible student)*

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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