

Re:

Dear \_\_\_\_\_:

\_\_\_\_\_ School District personnel recently contacted your office concerning the referenced student. As required by federal law, the purpose of this letter is to advise you that the District maintains certain type of “education records” for this student. The information in those records may be relevant to action under consideration by your office. The District may release information from the student’s education records to your office upon receipt of a lawfully issued court order, subpoena, signed parent consent form or via another applicable exception to the parental consent requirements of the Family Educational Rights and Privacy Act, a federal law also known as FERPA.

If you have questions about this letter, please contact me.

Sincerely,

cc: