

MOUNT PLEASANT COTTAGE SCHOOL UNION FREE SCHOOL DISTRICT
NOTICE OF COURT ORDER OR SUBPOENA

Dear Parent/Guardian or Student:

This is to inform you that Mount Pleasant Cottage School Union Free School District received a Court Order/Subpoena requesting that the following records which are part of your

_____ (relationship) _____ (name)

confidential records be presented to _____ (name)

at _____ (time and place)

Please be advised that said records will be provided in accordance with the Court Order/Subpoena.

Very truly yours,

Signature

Date

Please note:

- 1) *This letter is to be used to notify parents/guardians or eligible students of a Court Order or Subpoena to examine and make copies of personally identifiable student records. It must be sent prior to compliance with the Court Order or Subpoena.*
- 2) *This form is not needed and notification should not be made if the disclosure is:*
 - a. *Based on a subpoena in which a court specifically orders, for good cause shown, not to reveal to any person the existence or contents of the subpoena or any information furnished pursuant to the subpoena;*
 - b. *Pursuant to a judicial order in cases where a parent/person in parental relation is a party to a court proceeding involving child abuse or neglect or dependency matters, and the order is issued in the context of that proceeding; or*
 - c. *Made to a court (with or without an order or subpoena) when a District is involved in a legal action against a parent or student and the records are relevant to the matter.*