

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: \_\_\_\_\_  
Subpoena for Student Records

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

I am the records custodian for the School District of St. Lucie County, Florida, in which you were previously enrolled as a student at \_\_\_\_\_. The attorney for \_\_\_\_\_, the plaintiff/defendant in a civil case pending in St. Lucie County, has issued to the School Board a subpoena for your educational records. A copy of the subpoena is enclosed.

Please be advised that under both Florida and federal law, student records are to be retained confidential by a public school district. Prior to any disclosure in accordance with a subpoena, the School District is required to notify the student (or the parent or guardian if the student is below age 18) in advance. By this letter I am providing notification to you.

If you have any objection to the School Board releasing any of your student records as sought by the subpoena, you must file a formal objection with the Court, and you should also notify me immediately. **If I do not hear from you by \_\_\_\_\_, the School District will assume that you have no objection to the release of any or all of the requested records.**

Please contact me immediately if you have any question regarding this matter.

Sincerely,

\_\_\_\_\_  
Records Custodian  
St. Lucie Public Schools

Enclosure

cf: \_\_\_\_\_  
Barbara L. Sadaka, Executive Director of Legal Services

**REC0009**