

<<DATE>>

<<SCHOOL ADDRESS>>

RE: <<CHILD'S NAME

Dear <<PARENT/SURROGATE>>

The law requires the school to notify the parents of special education students when the school receives a court order for student records. This letter is to inform you that <<SCHOOL DISTRICT>> has received an Order from the Multnomah County Circuit Court, requiring the district to provide access to your child's student records to the Department of Human Service (DHS). Documents included in the Order are: any and all education records including but not limited to, attendance records, report cards, credits earned and special education records.

We will release records to the DHS as required by law. You may contact the Circuit Court of Multnomah County to seek protective action.

Sincerely,

<<NAME>>

<<TITLE>>