

**NOTIFICATION OF JUDICIAL ORDER OF SUBPOENA**

TO: \_\_\_\_\_

FROM: \_\_\_\_\_  
(Office)

This is to notify you that on \_\_\_\_\_ a  
judicial order  or a subpoena  was received requesting access to your  
records on or before \_\_\_\_\_ .  
date

In compliance with this order, such records shall be released no later  
than \_\_\_\_\_ .  
date

DATE: \_\_\_\_\_ BY: \_\_\_\_\_

This form is to be completed in duplicate with a copy retained for the student's/employee's file. A reasonable effort shall be made to notify the student/employee in advance of the records being released.