



RED CLAY CONSOLIDATED SCHOOL DISTRICT
ADMINISTRATIVE MEMORANDUM

SUBPOENAS AND OTHER REQUESTS FOR RECORDS | 3001.12

All subpoenas, letters from attorneys, or requests from other 3rd parties requesting information on District employees or students that do not have a properly completed release of records form signed by the student or guardian should be forwarded to the Office of the Assistant Superintendent for District Operations by the building administration promptly. The request shall be forwarded through the intranet records request form (Filebound). Unless directed otherwise by the Assistant Superintendent, the records request must be recorded in the student's file.

The office of the Assistant Superintendent for District Operations will be responsible for parent notification if applicable and coordinating with appropriate district departments for other court related issues (i.e. employee attendance at hearings).

If the request is for educational records and submitted by the child's legal guardian, the information may be provided without prior approval. No other records may be released without specific authorization from the Office of the Assistant Superintendent for District Operations except for the following:

- Any educational records requested from other educational or state agencies working to provide student services
- Any college, scholarship, job, or other verification forms
- Federal agencies such as the Social Security Administration

This memo does not apply to Jury Duty Summonses. These must be forwarded to the Human Resources office and the absence must be entered in the absence request system.

Questions about the information contained in this administrative memorandum should be directed to the Assistant Superintendent.