

## **Guidelines for Schools Processing Subpoenas Requesting Educational Records (SLT-G003)**

### **Subpoenas received during School Year (School Administrators/Staff on Calendar)**

- After school custodian of records served with subpoena, send to Ingrid Schulz who, if necessary, will confirm that subpoena is valid. Send to General Counsel Office at [ingrid.schulz@cmcss.net](mailto:ingrid.schulz@cmcss.net)
- Appropriate school personnel gathers requested records and provides to principal for review and approval.
- School principal or in principal's absence, assistant principal, signs and has notarized the custodian affidavit. If need a notary public, contact Ingrid Schulz.
- Appropriate school personnel coordinates delivery of requested records and executed custodian affidavit to General Counsel Office via Ingrid Schulz.
- General Counsel Office will coordinate delivery/pick up of requested records with attorney's office.

### **Subpoenas received during Summer (School Administrators/Staff off Calendar)**

- If person is attempting to serve a subpoena for educational records of a CMCSS enrolled student during summer months (school administrators/staff off calendar), direct person to the respective Level Director for service.
- After Level Director served with subpoena, send to Ingrid Schulz who, if necessary, will confirm that subpoena is valid. Send to General Counsel Office at [ingrid.schulz@cmcss.net](mailto:ingrid.schulz@cmcss.net)
- Level Director will contact school principal or assistant principal to assist with gathering requested records.
- Level Director, principal or assistant principal signs and has notarized the custodian affidavit. If need notary public, contact Ingrid Schulz.
- Level Director, principal, or assistant principal coordinates delivery of requested records and executed custodian affidavit to General Counsel Office via Ingrid Schulz.
- General Counsel Office will coordinate delivery/pick up of requested records with attorney's office.

**REMINDER- Please review and follow SLT-G002 (Service of Process Guidelines) prior to accepting service.**