

Intradistrict Communication

DATE: August 21, 2025

TO: All Administrators

FROM: Michael Anderson, Associate Superintendent
April Gaydosh, Administrator of Human Resources
Melissa Flores, General Counsel
Travis Hamblin, Director, Student Services
Caleb Olson, Enrollment Consultant, Student Services

SUBJECT: August 2025: Responding to Subpoenas and Other Orders

Subpoenas and other court orders received by schools require immediate attention and response. There are legal requirements for responding that must be met, meaning schools **cannot** respond on their own. When school staff wait to request assistance in responding, even if only by a day or two, the District's ability to either challenge the subpoena or meet the compliance deadline is hampered.

Please note that a subpoena is different from a record request. Record requests from the parent/guardian or eligible student can be processed by the school. In the event of confusion as to what the request is, contact Caleb Olson.

For subpoenas or other court orders regarding **student records**:

- The receiving school staff member should immediately notify the site administrator. Under DP367 - *District Records Management*, the site administrator bears responsibility for records at each site or location.
- The site administrator (or receiving staff member, if directed) should send a copy of the subpoena or order to Caleb Olson **via Movelt the day it is received**. Caleb Olson will coordinate the District's response with the site administrator.

For subpoenas or other court orders regarding **employees or employee records**:

- The receiving school staff member should immediately notify the site administrator. Under DP367 - *District Records Management*, the site administrator bears responsibility for records at each site or location.
- The site administrator should send a copy of the subpoena or order to April Gaydosh (HR Administrator) and Melissa Flores (General Counsel) **via Movelt the day it is received**. Further information will be provided to the site administrator.

For other court orders, including search warrants or orders where the staff is unclear as to the purpose, the site administrator should provide a copy of the order to General Counsel Melissa Flores via Movelt AND should make contact via phone or text as soon as reasonably possible.