

Subpoena Duces Tecum

To: [School Name]

Address: [School Address]

Date: [Date]

Dear [Recipient's Name],

We hereby issue this subpoena duces tecum requiring you to produce the following records concerning:

- Student Name: [Student's Full Name]
- Date of Birth: [Student's Date of Birth]
- Enrollment Dates: [Start Date] to [End Date]

The documents requested include:

1. Complete academic records
2. Attendance records
3. Disciplinary records
4. Special education records (if applicable)

Please ensure that these documents are provided by [Due Date], and they should be sent to the following address:

[Your Name]
[Your Position]
[Your Address]
[Your Phone Number]

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]