

(Please type or print clearly)

UNIVERSITY OF HAWAI'I
NOTIFICATION OF SUBPOENAED RECORDS

(Full Name of Student)

(Student I.D. No.)

(Address of Student)

Your official records as listed below which are held by the _____ at _____
(Office/Department) (Campus)

have been subpoenaed by (see copy attached): _____

The office named above will comply with the subpoena on _____
(mo.) (day) (yr.)

Specific records subpoenaed:

This letter constitutes official notification to you as required by the Family Educational Rights and Privacy Act of 1974.

Sincerely,

(Custodian for Education Records)

/ _____
(Date)

(To be completed in duplicate with one copy kept in Custodian's files; other copy attached to the student's records which are released.)