



**SUPERINTENDENT OF SCHOOLS
SCHOOL DISTRICT OF MANATEE COUNTY
REQUEST FOR STUDENT RECORDS**



Date of request _____

<input type="checkbox"/> 1 st request _____	(Registrar)	_____	(Date)
<input type="checkbox"/> 2 nd request _____	(Guidance Clerk) (If Applicable)	_____	(Date)
<input type="checkbox"/> 3 rd request _____	(Guidance Clerk) (If Applicable)	_____	(Date)
<input type="checkbox"/> 4 th request _____	(Counselor) (If Applicable)	_____	(Date)

TO: Records Dept. _____
 align="center">(Name of School)

 (Address) align="center">(City) align="right">(State) align="right">(Zip)

 (Email) align="center">(Phone) align="right">(Fax)

RE: Student _____
 align="center">(Last) align="center">(First) align="center">(Middle) align="right">(DOB) align="right">(Grade)

Student _____
 align="center">(Last) align="center">(First) align="center">(Middle) align="right">(DOB) align="right">(Grade)

Student _____
 align="center">(Last) align="center">(First) align="center">(Middle) align="right">(DOB) align="right">(Grade)

PLEASE FORWARD RECORDS TO:
 (Email is preferred method)

_____ align="center">(Registrar)

_____ align="center">(School)

 (Address) align="center">(City) align="right">(State) align="right">(Zip)

 (Email) align="center">(Phone) align="right">(Fax)

Include:

- Student External ID number
- Student Alias ID number
- Student Grades/Transcript
- Withdrawal Grades (if student left during current year)
- Health Records (including physical and immunization records)
- Grading Scale For Your School
- Test Scores
- Exceptional Student Education Records
 (Referral, eligibility/placement data and current IEP (FSP – pre-school))
- Psycho-Educational Evaluation, Social History 504 Plan, other pertinent educational information
- English Language Learners

Requestor _____ **Date** _____
 align="center">(Enrolling Parent)

FLORIDA STATE BOARD RULE: 6A-1.0955 (7b)

a. The transfer of records shall be immediately upon request of an adult student a parent or guardian of a pupil or a receiving school. The principal or designee shall transfer a copy of all Category A and Category B information and shall retain a copy of Category A information; however, student records which are required for audit purposes for programs listed in Section 229.565(3), Florida Statute shall be maintained in the district for the time period indicated in Rule 6A-1.04513, FAC.

b. The transfer of adult student or pupil education records shall not be delayed for nonpayment of a fee or fine assessed by the school.