



**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. _____
(Name of School)

(Address) (City) (State) (Zip)

(Email) (Phone) (Fax)

RE: Student _____
(Last) (First) (Middle) (DOB) (Grade)

Student _____
(Last) (First) (Middle) (DOB) (Grade)

Student _____
(Last) (First) (Middle) (DOB) (Grade)

PLEASE FORWARD RECORDS TO:
(Email is preferred method)

(Registrar)

(School)

(Address) (City) (State) (Zip)

(Email) (Phone) (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** _____
(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.