



## ORDERING TRANSFER RECORDS

The School District of Manatee County is now using Scribbles K-12 Transfer for all transfer records requests. Please see the instructions below to request records for a transferred student.

1. Go to our website at: [www.manateeschools.net/studentrecordsrelease](http://www.manateeschools.net/studentrecordsrelease).
2. In the **Student Records Requests** section of the page, click the yellow “**Click to request student records online**” button.

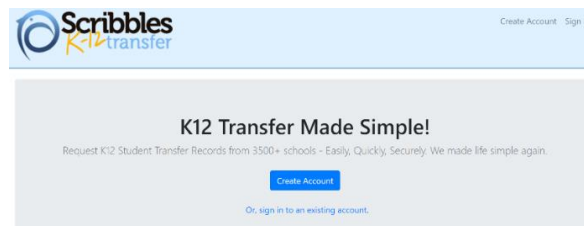


3. On the **School District of Manatee County Records Request** screen, scroll down and click the **K-12 Districts** schoolhouse icon to place a request for active student records.


K-12 Districts Select The Following To Get Started:



4. If you are new to Scribbles K-12 Transfer, click **Create Account** and complete the requested information. You will receive login information, after Scribbles has verified your account. If you have used K-12 Transfer previously, click **Or, sign in to an existing account** to log in.



5. On the **Submitted Requests** screen, click the **Submit Request** button, on the top left. Follow the instructions on the **Transfer Request** page and complete the requested information to place your order for student records.



### Transfer Request

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**Student's Previous District / School:**  
You are submitting a request to this school

State Required field

District Required field

School Required field

**Complete the Form**  
to request student transfer documents.

**Step 1**  
Begin by selecting the School from which you are requesting the student transfer document. Choose the State, then the District, and finally the School of interest.

**Step 2**  
Once you select the correct school, a list of available document types will be displayed. Select the document type of interest.

6. For **Technical Support**, please email: [support@scribsoft.com](mailto:support@scribsoft.com) or call: 855-465-1458.
7. For questions about an order, please contact our Property Records/Records Management department at: 941-708-8800, option 5 or email: [records@manateeschools.net](mailto:records@manateeschools.net).