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.

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.

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.

6. For Technical Support, please email: 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.