

SUPERINTENDENT OF SCHOOLS

SCHOOL BOARD OF MANATEE COUNTY
BRADENTON, FLORIDA
REQUEST FOR STUDENT RECORDS

Date of Request _____

_____ 1st request
_____ 2nd request
_____ 3rd request

TO: RECORDS DEPARTMENT

NAME OF SCHOOL _____

ADDRESS _____

CITY-STATE-ZIP CODE _____

Fax _____

Phone _____

RE: _____
STUDENT (Last) (First) (Middle Name/Initial)

Date of Birth: _____
Month Date Year Grade

FORWARD RECORDS TO: Veronica Bostic
Manatee High School
902 33rd Street Ct. West
Bradenton, Florida 34205
(941) 714-7300 Ext. 2034
(941) 708-6066 - FAX

- Include:
- 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
 - Exception Student Education Records (referral, eligibility/placement data and current IEP (FSP-preschool)
 - Psycho-Educational Evaluation, Social History, 504 Plan, other pertinent educational information

Parent's Signature _____ Date _____

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

- (b) The transfer of records shall be made 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-1513, FAC.
- (c) The transfer of adult student or pupil education records shall not be delayed for nonpayment of a fee or fine assessed by the school.