TEMPORARY MODIFICATIONS TO RECORDS REQUEST PROCESS DUE TO COVID-19

The following modifications to our student records request procedures will be in place until we return to normal operations:

For the safety of our employees and our customers, our office will be closed to the public, until further notice. We will continue to serve the public via phone, mail, and fax.

If you graduated or were intended to graduate in the last five (5) years, please contact the last school attended for assistance with records requests.

If you graduated or were intended to graduate five (5) or more years ago, please complete the Student Records Release Authorization form which can be found on our website at: https://www.manateeschools.net/studentrecordsrelease

The completed form can be faxed or mailed to our office at:

School District of Manatee County
Property Records/Records Management
1 Matzke Way
Bradenton, FL 34208

Fax: 941-708-8837
Phone: 941-708-8800, option 5

Important Notes:

1. Requestor may only request their own records, unless student is under age 18 or requestor can document Power of Attorney.
2. Form must include a mailing address to send records to. Records cannot be picked up in person.
3. A legible photocopy of a valid photo ID, such as a driver license, state issued photo ID, or passport, must accompany request, to verify identity.
  • If form received is not completed properly, or ID is illegible, expired, or missing, customer will be contacted, and request will not be completed.
  • Please keep in mind that faxed photos may come across too dark or illegible to be used.
  • All fees will be waived during this time; however, any fees received by our office will not be returned.
  • If valid photo ID is not available, form must be notarized.
4. If identity can be verified, records will be located, prepared, and mailed to designated address, as indicated on Student Records Release Authorization form.
5. Please allow extra time for mailing.
6. Be sure your contact information is complete on form, in case there are any questions or issues.
STUDENT RECORDS RELEASE AUTHORIZATION

(Must be witnessed by a Manatee County School District Employee or Notarized.)

INSTRUCTIONS: This form is to be used by the eligible parent/legal guardian or eligible student (age 18 or attending a post secondary educational institution) to request and authorize the release of student information. The eligible parent/legal guardian or student must provide: photo Identification when the request is in person. If not in person, a Notarized signature must accompany this form.

Requests for student information will not be processed without the proper identification.

Records of (full name while in school)

Last                                      First                                      Middle                                      Maiden

Date of Birth: ___________________________ Social Security No: _____/____/_________ Daytime Phone: ___________________________

Last Manatee County Public School Attended: ___________________________________________ Date Last Attended/Graduated: __________

Mail Requested Information To: _______ OR _______ Pickup Requested Information By: _______

College/Agency/Person: _______________________________________________________________

Attention: ________________________________________________________________

Address: _____________________________

City: _______________ State: _______________ Zip Code: _______________

Phone Number: ___________________________ Fax Number: ___________________________

RECORDS REQUEST (please check)

☐ Official Transcript - $3.00  ☐ ESE Records - $.15 per page  ☐ Immunizations - $1.00  ☐ Verification of Birth - $1.00 (if no Other School Records are found)

☐ Official Vocational - $3.00  ☐ Psychological - $.15 per page

FOR GED REQUESTS CONTACT 850-245-0449

Cash / Check or Money Order payable to: School District of Manatee County

Signature: ___________________________________________ Date: ______________________

IDENTIFICATION PROVIDED: ________________________________________________

OR:

COUNTY OF __________________ )

STATE OF __________________ )

The foregoing instrument was acknowledged before me this __________ day of __________, 20__, by ____________________________ who is personally known to me OR has provided ____________________________ as identification.

(SEAL) ___________________________

Name: __________________________

NOTARY PUBLIC

STATE OF ______________ AT LARGE

Commission Expires: __________________________

Rights to and Access Procedures: Florida State Statute 1002.22 - Compliance with a written request to receive a Student’(s) Educational Record shall be done as quickly as administratively feasible/reasonable or within Thirty (30) Calendar days.

FOR OFFICE USE ONLY - STUDENT ID# __________________________

Date Received: ___________________________ Date Sent: ___________________________ by: ___________________________

Amount Paid: ___________________________ Copies Received: ___________________________ Receipt Number: ___________________________
Required Identity Verifications

REQUESTS MADE IN PERSON:

Photo I.D. is required: One of the following may be used:
   State issued Driver’s License
   State issued Photo Identification Card
   Valid US Passport
If photo ID is not available, the notary section of the release must be completed.

REQUESTS MADE BY MAIL OR FAX:

The notary section of the release form must be completed.

FERPA

(Family Educational Rights and Privacy Act of 1974) is a Federal law designed to protect the privacy of a student's education records. The law applies to all schools which receive funds under an applicable program from the U.S. Department of Education.

Generally, the school may release "directory information" without permission of the student parent unless the parent has opted to not release such information. The school must have written permission from the parent or eligible student before releasing non-directory information from a student's records.

See the Student Code of Conduct Handbook for the definition of "directory information" and chapter 3.5 of the Policies and Procedures manual and Section 1002.22, Florida Statutes (2007) for further information on the privacy rights for students.