



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.



SCHOOL DISTRICT OF MANATEE COUNTY
 RECORDS MANAGEMENT DEPARTMENT
 1 MATZKE WAY
 BRADENTON, FL 34208
 941-708-8800 / Option 5 / FAX: 941-708-8837

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

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.