



SUPERINTENDENT OF SCHOOLS

SCHOOL DISTRICT OF MANATEE COUNTY
REQUEST FOR STUDENT RECORDS

1st request
2nd request
3rd request

Date of request

TO: Records Dept.
(Name of School)
(Address) (City) (State) (Zip)
(E-mail) (Phone) (Fax)
RE: Student (Last) (First) (Middle) (DOB) (Grade)
Student (Last) (First) (Middle) (DOB) (Grade)
Student (Last) (First) (Middle) (DOB) (Grade)

PLEASE FORWARD RECORDS TO:
DIANE TISONE
(Registrar)
IMAGINE SCHOOLS AT LAKEWOOD RANCH
(School)
10535 PORTAL CROSSING, BRADENTON, FL 34211
(Diane.tisone@imageschools.com 941-750-0900 ext. 107 941-750-0966)

- Include:
Student External ID number
Student Alias ID number
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
Exceptional Student Education Records (referral, eligibility/placement data and current IEP (FSP – pre-school))
Psycho-Educational Evaluation, Social History 504 Plan, other pertinent educational information
English Language Learners

Requestor Date

FLORIDA STATE BOARD RULE: 6A-1.0955 (7b)
a. The transfer of records shall be 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-1.04513, FAC.
b. The transfer of adult student or pupil education records shall not be delayed for nonpayment of a fee or fine assessed by the school.