



**SUPERINTENDENT OF SCHOOLS  
SCHOOL DISTRICT OF MANATEE COUNTY  
REQUEST FOR STUDENT RECORDS**



Date of request \_\_\_\_\_

**TO: Records Dept.** \_\_\_\_\_  
(Name of School)

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(Address) \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_

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(Contact person Email) \_\_\_\_\_ (Phone) \_\_\_\_\_ (Fax) \_\_\_\_\_

**RE: Student** \_\_\_\_\_  
(Last) (First) (Middle) (DOB) (Grade Attended)

**PLEASE FORWARD RECORDS TO:** (Email is preferred method)

----- **Grisel C. Valls** ----- **PLEASE DO NOT SEND THE CUM FOLDER**  
(Registrar)

----- **Carlos E. Haile Middle School** -----  
(School)

**9501 State Road 64 East** **Bradenton, FL 34212**  
(Address) (City) (State) (Zip)

**vallsg@manateeschools.net** **941-714-7240 ext. 2023** **941-714-7245**  
(Email) (Phone) (Fax)

**Include:**

- Student External ID number
- Student Alias ID number
- Student Grades/Transcript (showing final 5<sup>th</sup> – 8<sup>th</sup> grade)
- Withdrawal Grades (if student left during current year)
- Health Records (including birth certificate, physical and immunization records)
- Grading Scale For Your School
- Test Scores (5<sup>th</sup> – 8<sup>th</sup> grade)
- 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** \_\_\_\_\_  
(Enrolling Parent)

**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, F.A.C.

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.

MIS FORM 41-00337 Office of Student Assignment

Revised 3-2016

Expires 3-2021

<p><b>OUT OF DISTRICT:</b></p> <p><input type="checkbox"/> 1<sup>st</sup> request _____  <span style="margin-left: 150px;">(Date)</span></p> <p><input type="checkbox"/> 2<sup>nd</sup> request _____  <span style="margin-left: 150px;">(Date)</span></p> <p><input type="checkbox"/> 3<sup>rd</sup> request _____  <span style="margin-left: 150px;">(Date)</span></p> <p><input type="checkbox"/> 4<sup>th</sup> request _____  <span style="margin-left: 150px;">(Date)</span></p>	<p><b>IN COUNTY SCHOOL DISTRICT: REQUEST</b></p> <p><input type="checkbox"/> 1<sup>st</sup> request _____  <span style="margin-left: 150px;">(Date)</span></p> <p><input type="checkbox"/> 2<sup>nd</sup> request _____  <span style="margin-left: 150px;">(Date)</span></p> <p><input type="checkbox"/> 3<sup>rd</sup> request _____  <span style="margin-left: 150px;">(Date)</span></p> <p><input type="checkbox"/> 4<sup>th</sup> request _____  <span style="margin-left: 150px;">(Date)</span></p>
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