

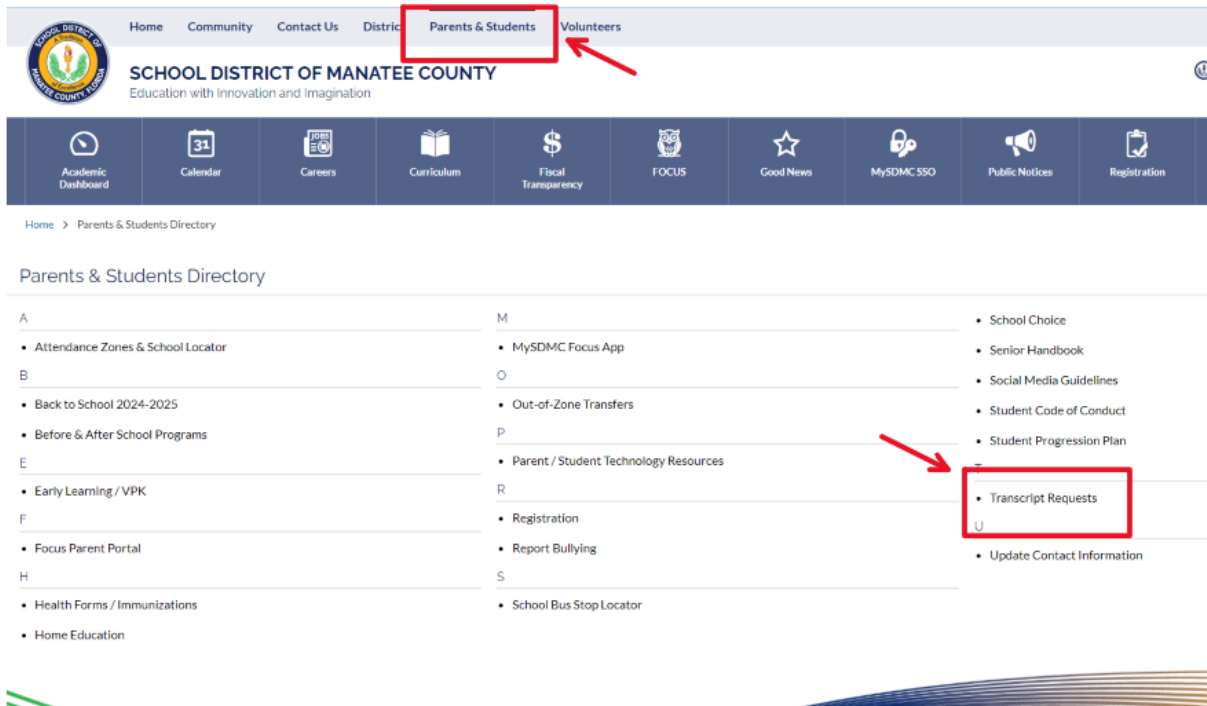
## Manatee County Schools students:

You may request your transcripts through your school's Registrar's office

OR

Via online ordering system:

1. Go to <https://www.manateeschools.net/manateeschools>
2. Click on Parents & Students at the top for the [Directory](#)




3. Click on Transcript Requests <https://www.manateeschools.net/studentrecordsrelease>
4. Click on Request student records online



5. Click to select CURRENT or FORMER student to start the records request through Scribbles online ordering system <https://manateeschoolsfl.scribborder.com/>

School District of Manatee County Records Request System


Home Order Tracker




POWERED BY  
scribbles  
SOFTWARE

RECORDS REQUESTS


Select To Get Started:



**CLICK HERE** If you are a CURRENT student and would like to order your transcript or student record



**CLICK HERE** If you are a FORMER student and would like to order your transcript or student record



General Information

The School District of Manatee County (SDMC) is responsible for the archiving of student permanent records of former and alumni SDMC students. SDMC is now offering a convenient and secure website for former students, attorneys and corporations to request student records online.

Per District policy and the Family Educational Rights and Privacy Act (FERPA) student records are only available to those who have authorization from the student or parent, guardian or responsible person if the student is under 18 years of age. If the student is 18 years of age or older, school records will not be released to a parent, guardian, or responsible person without the student's written consent.

Important Information:

- Students **must** upload a copy of a valid ID (unexpired Drivers License, state-issued ID, or U.S. Passport [only](#)). If a valid ID is not available, students must submit a notarized identity Verification form found at <https://www.manateeschools.net/Domain/2419>
- If requesting **Career Prep** records from MTC, please list **all Career Prep programs** in the 'Special Instructions' box on the form.
- Third-party requestors must upload a copy of the student's signed release.
- All records requests are filled electronically whenever possible.
- Please allow 7-10 business days for processing transcript requests. Other record types may require additional time.
- Please allow up to two weeks to receive any records that are mailed.
- For schools that have closed, please contact our office to verify that we have records BEFORE ordering.
- You will receive emails from [scribonline@scribsoft.com](mailto:scribonline@scribsoft.com) to notify you of the status of your order. It is important you read those emails carefully as additional information may be required to process your request.
- [Order Tracker](#) can be used to send messages regarding your order, upload additional documents, or to check status. Please note that we do not assign orders to processors in order to allow all available staff to assist in completing your request and provide a faster processing time.

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