



OFFICE OF THE REGISTRAR

5840 26th St. W., Bldg. 1, Rm. 237, Bradenton, FL 34207 • phone 941-752-5060 • fax 941-727-6380  
Registrar@SCF.edu

REQUEST FOR RECORDS TO BE SENT TO STATE COLLEGE OF FLORIDA

This form may be used to request records from your high school, college or university. It is your responsibility to obtain these records. **Please note: State College of Florida, Manatee-Sarasota requires official transcripts issued directly from the sending institution.**

Address of former institution: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please check the documentations to be sent to the following address:

- High school
- College/University Transcript
- GED Scores
- ACT/SAT test scores (less than 2 years old)

**State College of Florida, Manatee-Sarasota**  
**Attn: Office of the Registrar**  
**PO Box 1849, Bradenton, FL 34206**

*I understand that any fees for transcripts are my responsibility. State College of Florida, Manatee-Sarasota cannot be billed for requests of records and are the responsibility of the student.*

**NAME:**

\_\_\_\_\_  
Last First Middle

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name Attended Under

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Social Security Number

**Dates of Attendance:**

From \_\_\_\_\_ To \_\_\_\_\_

I give my permission to release my transcript(s) and/or test scores to State College of Florida, Manatee-Sarasota as indicated above.



\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

State College of Florida, Manatee-Sarasota does not discriminate on the basis of sex, pregnancy, race, religion, age, national origin/ethnicity, color, marital status, disability, genetic information or sexual orientation in any of its educational programs, services and activities, including admission and employment. Direct inquiries regarding nondiscrimination policies to: Equity Officer, 941-752-5323, 5840 26th St. W., Bradenton, FL 34207.