

RECORDS REQUEST FORM - TO MTI

(Please Print)

This form may be used to request records from your high school, college, or university.

NOTE: Manatee Technical Institute requires official transcripts issued directly from the sending institution; NO hand-carried or mailed copies from the student permitted.

ADDRESS of FORMER INSTITUTION: _____

Please CHECK the items to be sent to the following address:

High School College/University Transcript
 GED Scores ACT/SAT Test Scores

Manatee Technical Institute Attn: Student Records Department 5603 34th Street West Bradenton, FL 34210

LAST NAME: _____ First: _____ Middle: _____

PREVIOUS NAME (if changed): _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

DATE of BIRTH: _____ SOCIAL SECURITY #: _____ or STUDENT ID #: _____

DATES of ATTENDANCE: From _____ TO _____

I understand that any fees for transcripts are my responsibility. Manatee Technical Institute cannot be billed for requests of records and are the responsibility of the student.

I give permission to release my transcript(s) and/or test scores to Manatee Technical Institute as indicated above.

SIGNATURE: _____ DATE: _____