

October 26, 2022

Effective October 24, 2022, in an effort to provide an enhanced and more secure service for our transfer students, all records requests for our former students must be made online using our new student record request system, K12 Transfer, by Scribbles Software. **Official records requests submitted by fax, phone and email will no longer be accepted.**

The new K12 Transfer application was activated on October 24, 2022. It is a secure, self-service application that requires the following steps:

- **Site Access.** Go to <https://transfer.scribborder.com/>. Scroll down to the **K12 Districts**. Select the following to get started and click the icon.
- **Account Creation.** Each person requesting records from Spotsylvania County Public Schools is required to set up an account. You must use your school email address. Personal email addresses will not be accepted.
- **Verification.** Once the account is set up, there is a verification process that takes about 24 hours to complete. You will receive an email notification once your account is verified. You only need to be verified once then you may submit as many requests as you need.
- **Submit Request.** When you receive the "verification complete" email notification, you are then able to login to the K12 Transfer application and submit your requests to Spotsylvania County Public Schools. We enforce this verification process to keep students safe.
- **Processing Time.** Spotsylvania County Public Schools will process your request electronically within 5 business days during the school year. You will receive an email notification once the request has been processed.
- **Downloading.** When you receive the "processing complete" email, you will need to log in to the K12 Transfer application to download the student records you requested.

All Spotsylvania County Public Schools have activated the K12 Transfer product from Scribbles Software as an addition to the online process for transcript requests. We understand this is a new process, should you have any issues setting up your account or questions about the process, please contact support@scribsoft.com.