



December 8, 2021

Effective December 10<sup>th</sup>, 2021, in an effort to provide enhanced and more secure service for our transfer students, all records requests must be made online using our new student record request system. **Requests made via fax, phone calls, emails and/or mail will no longer be accepted.**

The new K-12 Transfer application is a secure, self-service application that requires the following steps:

**Site Access.** Go to <https://guilfordnc.scriborder.com>. Scroll down to “K-12 Districts Select the Following To Get Started” and click the icon.

**Account Creation.** Each person requesting records from Guilford County Schools is required to set up an account. You must use your school email address; **personal emails 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.** After you receive the “Verification Complete” email, you may log in to the K-12 Transfer application and submit your requests to Guilford County Schools.

**Processing Time.** Guilford County Schools will process your request electronically within 10 business days. You will receive an email once the request has been processed.

**Downloading.** After you receive the “Processing Complete” email, you will need to log in to the K-12 Transfer application to download the student record you requested.

Please contact [support@scribsoft.com](mailto:support@scribsoft.com) should have any issues setting up your account or submitting record requests.

Thank you,  
Guilford County Schools