



Effective June 1, 2021, in an effort to provide an enhanced and more secure service for our students, all records requests for our transfer students must be made online using our new student record request system, by Scribbles Software.

**Official records requests submitted by fax, phone, email and mail will no longer be accepted.**

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

**Step 1/Site Access:** Go to <https://transfer.scriborder.com/> and scroll down to

**the K-12 Districts select the following to get started** and click the icon.

- **Step 2/Account Creation:** Each person is required to set up an account when requesting records from Excelsior Classical Academy. You must use your school email address; personal email addresses will not be accepted.
- **Step 3/Verification:** Scribbles Software will conduct a verification process that takes up to 24 hours to complete once you have set up an account. You will receive an email notification once your account is verified. You only need to be verified once then you may start submitting your records requests.
- **Step 4/Submit Request:** When you receive the “verification complete” email, you will need to login to the K-12 Transfer application and submit your requests to Excelsior Classical Academy.
- **Step 5/Processing Time:** Excelsior Classical Academy will process your request electronically as soon as possible. You will receive an email notification once the request has been processed.
- **Step 6/Downloading:** Once you receive an email that states “processing complete” you will need to login to the K-12 Transfer application in order to download the student record that you requested. This is a secure and FERPA-compliant transmission and eliminates non-FERPA compliant emailing of scanned pdf’s and faxing over unsecure e-fax networks.
- **Benefits:** This system will allow a stream-lined way to request records from Excelsior Classical Academy and a uniform way for us to receive these requests for records when students transfer out of our district. We are enhancing FERPA compliance with the E-transcript and E-Document secure delivery eliminating faxing, paper cost, photocopy cost, postage cost and non FERPA-compliant pdf email attachments. This also provides us an audit trail of when and where records were sent, ensuring that we document students who leave Excelsior Classical Academy Schools as transfers and not as drop-outs.

**If you should have any issues setting up your account or submitting record requests, please contact**

**[support@scribsoft.com](mailto:support@scribsoft.com)**

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