Date:

RE Student:

To Whom It May Concern:

Our Guidance Office/Registrar has received your request for student records. Due to Richmond County School System policy, we are no longer able to accept records requests by fax or email. Please re-submit your records request through the Scribbles K12 Transfer System at <https://transfer.scriborder.com/login>.

If you have not previously utilized the Scrib Order system, you will be required to create an account using your school credentials (school email address and school information). It generally takes 24 hours for your account to be verified. Once your account is verified, please return to the Scrib Order website and click on the green Submit Request button and fill out the information for the student whose records you are requesting.

Once we receive the submitted request for records, we will upload the documents and send them to you in Scribbles. If you have any questions regarding the records request process, please do not hesitate to contact our Registrar, Ms. Jeffcoat, by phone at 706-796-4924, ext. 1348 or by email at  [jeffcma@boe.richmond.k12.ga.us](mailto:%20jeffcma@boe.richmond.k12.ga.us). You can also reach our Guidance Administrative Assistant, Mrs. Jennings, by phone at 706-796-4924, ext. 1344 or by email at [jennilo@boe.richmond.k12.ga.us](mailto:jennilo@boe.richmond.k12.ga.us) . Thank you.

Thank you!

GHHS Guidance Department