

**Pine Hill Middle School
Counseling Department**

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Mr. Carl Robinson III, Principal

Mr. Colwell & Mrs. Bryan, School Counselors

Effective October 19, 2020, 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, K-12 Transfer, by Scribbles Software.

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

The new K-12 Transfer application was activated on October 19, 2020. It is a secure, self-service application that requires the following steps:

- **Site Access.** Go to <https://richmondga.scribborder.com>. Scroll down to the **K-12 Districts** (4th icon down). Select the following to get started and click the appropriate icon.
- **Account Creation.** Each person requesting records from Richmond 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, the verification process 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 in to the K-12 Transfer application and submit your requests to Richmond County Public Schools. We enforce this verification process to keep students safe.
- **Processing Time.** Richmond County Public Schools will process your request electronically within five business days. You will receive an email notification once the request has been processed.
- **Downloading.** When you receive the “processing complete” email, you will need to login to the K-12 Transfer application to download the student record you requested.

All Richmond County Public Schools have activated the K-12 Transfer product from Scribbles Software as an addition to the online process for transcript requests. We know this is a new procedure, should you have any issues setting up your account or questions about the process, please contact support@scribsoft.com.

Thank you,
Mr. Colwell and Mrs. Bryan
Pine Hill Middle School Counselors

Student's Name _____