

To Request a Record

As of October 2020, the Richmond County School System requires that all record requests be sent through Scriborder. Directions for sending a record request via Scriborder are included below. Please contact Dr. Woodward at woodwkr@boe.richmond.k12.ga.us or 706-868-4022 x1613 if you have any questions regarding this.

Scriborder Directions:

- **Site Access.** Go to <https://richmondga.scriborder.com/>. Scroll down and click the K-12 Districts (4th icon down).
- **Account Creation.** Each person requesting records from Richmond County Public Schools is required to set up an account. You must use your school e-mail address. Personal e-mail addresses will not be accepted.
- **Verification.** Once the account is created, the verification process takes about 24 hours to complete. You will receive an e-mail notification once your account is verified. You only need to be verified once, and then you may submit as many requests as you need.
- **Submit Request.** When you receive the “verification complete” e-mail notification, you are then able to login into the K-12 transfer application and submit your request(s). We enforce this verification process to keep students safe.
- **Processing Time.** I will process your request electronically within five business days. You will receive an e-mail notification once the request has been processed.
- **Downloading.** When you receive the “processing complete” e-mail, you will need to log in to the K-12 transfer application to download the student record(s) you requested.