John D. Cook
School Psychologist Supervisor
Psychological Services
Hudson Distribution Center
737 E. Hudson St.
Columbus, OH 43211
Ph. 614.365.5220

Mission: Each student is highly educated, prepared for leadership and service, and empowered for success as a citizen in a global community.

Subject: New Process for Requesting Columbus City School Student Records

Effective June 1, 2019, in an effort to provide an enhanced and more secure service for our transfer students, we have implemented a new process using the *Scribbles K-12 student record request system.*

Fax, phone calls, emails and mail will no longer be accepted.

The K-12 Transfer application will be activated on June 1, 2019. It is a secure, self-service application that requires the following steps:

- **Site Access**. Go to https://transfer.scriborder.com
- **Account Creation**. Each person requesting records from Columbus City 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, there is a verification process that takes approximately two business days 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 may login to the K-12 Transfer application and submit your requests to Columbus City Schools.
  - Your requests should be submitted to "Spec Ed Records" which you will find as a drop-down option under "Schools".
  - Please use the "Special Information Comments" box to insert any additional information that you may have. This will assist us in processing your request in a timely manner.
- **Processing Time.** The Special Education Office will receive notification that you are requesting documents and will process your request electronically within 3 business days of when secretarial staff are on duty. 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's record you requested.

Please contact support@scribsoft.com should you have any issues setting up your account or submitting record requests.

Thank you,
Columbus City Schools