




Guilford County Schools


Current Student Transcript Request Overview - ScribOrder

Click the link for Student transcripts of District Homepage or Current High School Homepage. This is the landing page after clicking that you want a student transcript.

Guilford County Schools Records Requests [Home](#) [Order Tracker](#)




Select To Get Started:




[CLICK HERE](#) if you are a **CURRENT STUDENT** and would like to order your student record or transcript

[Go to Request](#)



[CLICK HERE](#) if you are a **FORMER STUDENT** and would like to order your student record or transcript

[Go to Request](#)



[CLICK HERE](#) if you are a **COLLEGE / UNIVERSITY, CORPORATION, or GOVERNMENT AGENCY** requesting a graduation verification

General Information

Guilford County Schools is now offering a secure site for current and former students to access transcripts, attendance, and employment verifications.

Per District policy and the Family Educational Rights and Privacy Act (FERPA) student records are only available to those who have authorization from the student or parent, guardian or responsible person if the student is less than 18 years of age. If the student is 18 years of age or older, school records will not be released to a parent, guardian, or responsible person without the student's written consent.

CURRENT STUDENTS may use [CFNC.org](#) to send transcripts to colleges and universities in North Carolina for free. [CLICK HERE TO ACCESS CFNC.ORG](#)

Please note the information below:

- Please allow **7-10 business days** to process student record orders.
- Phone and fax requests will no longer be accepted. If you are a government agency, please contact our office to receive a coupon code prior to submitting your request.
- Requests for information must be completed online and will be processed on normal business days during normal business hours (Monday-Friday 8:00 AM-4:00 PM).
- You will receive emails from scribonline@scriboft.com to notify you of the status of your order. It is important you read those emails carefully as additional information may be required to process your request.
- Click the appropriate link or icon to request information.

Please note that this website is optimized for IE 9.0 and higher, Safari, Chrome and Firefox.

All requests will be checked for accuracy. Any inaccurate information may result in your record not being processed. All communication with regard to your order, payment, our progress, and the records delivery will be sent via email.

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The requestor will select the type of request they need from one of the 3 links on the left.

* Current Students will select the first icon:

Select To Get
Started:



[CLICK HERE](#) if you are
CURRENT STUDENT and
would like to order your student
record or transcript

[En Español](#)

Current students will fill out the form that appears after clicking the link. You must fill out all red star * required fields. Current students are not charged a fee for transcript requests.

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STUDENT RECORDS REQUESTS

PREPARING GRADUATES: ENGAGING MINDS
DEVELOPING CHARACTER

Current Student Records Request Step 1, Please Enter All Information

This is an official request for a copy of a student record. The information contained in this request should be considered private. Please complete all information in full and then finalize the order process through payment of the 'order fee'. The information required on this page is necessary to verify and protect your school record from being accessed by unauthorized individuals.

You will receive emails from scribonline@scribsoft.com to notify you of the status of your order. It is important you read those emails carefully as additional information may be required to process your request.

ACCESSING THE ORDER TRACKER: Once the order has been submitted and payment received, you will be directed to a confirmation page which contains the link to the Order Tracker. You will also receive a link to the Order Tracker via email from scribonline@scribsoft.com. To access the Order Tracker, you will enter your email address, order number and password.

If you do NOT have a SSN and/or Driver's License, please enter '9999' in the appropriate fields below.

Student's Current Name:

* Last Name: <small>required</small>	<input type="text"/>	* First Name: <small>required</small>	<input type="text"/>
Middle Name:	<input type="text"/>	Suffix:	<input type="text"/>
Maiden Name:	<input type="text"/>	* Last 4 SSN: <small>required</small>	<input type="text"/>
* Last 4 SSN: <small>required</small>	<input type="text"/>	* Last 4 SSN: <small>(confirm)</small> <small>required</small>	<input type="text"/>
Student Id:	<input type="text"/>		

Information Related To Student's Birth:

* Date of Birth: <small>mm/dd/yyyy</small>	<input type="text"/>	* Current Age: <small>required</small>	<input type="text"/>
Birth City:	<input type="text"/>		
Birth State:	<input type="text"/>		

When finished you will click "Proceed to Checkout".



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This step provides the requester their Order Number and allow you to print a receipt if you would like. The requester will also receive an email of this transaction.

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[Home](#)

[Order Tracker](#)



Thank you for your order!

We are processing your payment and will update you, via email, with the status of your payment very shortly. Please print and keep a copy of this receipt for your records.

[Print Receipt For Records](#)

Order Information: please note your order number

- **Order Number:** CTY57XFFY
- **Email Address:** email@email.com
- **Order Information:** You are ordering from Guilford County Schools via Scribbles Software
This charge will show up as 'ASI*SchoolRecords' on your statement.

Requested Pending Approved Payment:

- **Address 1 (University of North Carolina Wilmington):** Free Shipping per Board Policy,
Official High School Transcript - 1 orig
- **Total Charge:** \$0.00




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To check the status of your order you can follow the link provided, https://guilfordnc.scriborder.com/order_tracker which will take the requester to the Order Tracker.

Once the requester logs in, the Order Tracker page provides a status bar of the progress of the order. This page also allows the requester to communicate with the order processor and send additional documentation if need be.

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Welcome to the Guilford County Schools Records Request Order Tracker!
We are processing your request and will update you, via email, as our progress proceeds. Please use the credentials you created submitted with your request to log-in to the order tracker.

You must supply an order number.

Order Number:

Email Address:

Password:

[Track Order](#) [reset password?](#)

Customer Service:
Email: [Student Records Team](#)
Records Questions: (215) 400-4600
Technical Questions: (877) 287-6512

[Call Me NOW!](#)

Order Progress Tracker: we are working on your application

We are working our tasks on a first-come, first-served basis. We will send you an email to 'email@email.com' upon each change in status. Check back as you deem appropriate to inquire about your request's current status.

