

April 20, 2020

Effective April 20, 2020, in an effort to provide an enhanced and more secure service for our transfer students, all records requests for our former students in grades K-12 must be made online using our new student record request system, *K12 ScribTransfer*, by Scribbles Software. ***Fax, phone calls, emails and mail will no longer be accepted.***

The new *K-12 Transfer* application was activated on April 20, 2020. It is a secure, self-service application that requires the following steps:

- **Site Access.** Go to www.atlanta.k12.ga.us/records. Scroll down to **External K-12 Districts**. Select the **Request Student Records From Previous School** icon.
- **Account Creation.** Each person requesting records from Atlanta 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, there is a verification process that 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 to the K-12 Transfer application and submit your requests to Atlanta Public Schools. We enforce this verification process to keep students safe.
- **Processing Time.** Atlanta Public Schools will process your request electronically within 5 -7 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.

Atlanta Public Schools has activated the *K12 ScribTransfer* product from Scribbles Software. The *K12 ScribTransfer* option helps our district to manage the transfer process and protect our students confidentially. It also provides accurate confirmation of student enrollment, helping us tracking students for graduation and for funding purposes. We know this is a new process, should you have any issues setting up your account, questions about the process, or want to know more about the product, please contact support@scribsoft.com.

Thank you,
Atlanta Public Schools