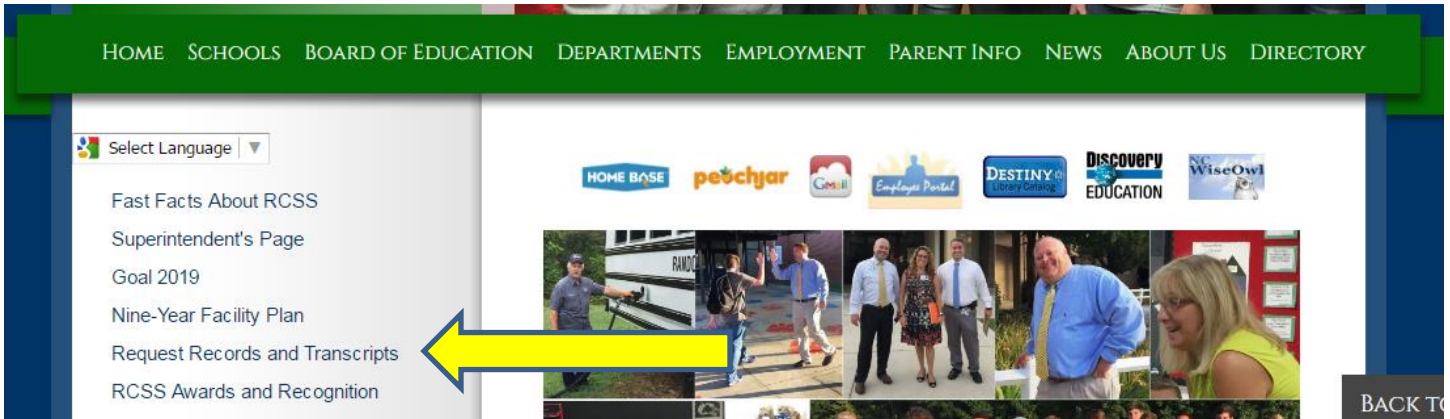




Current Student Transcript Request Overview - ScribOrder

To request a Student Transcript, you will need to visit the Randolph County School System district homepage, www.Randolph.k12.nc.us, and click "Request Records and Transcripts" link. (See below)



This is the landing page after clicking that you want a student transcript.





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.

Randolph County School System Student Records/Transcript Request [Home](#) [Order Tracker](#)



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 by clicking "Proceed to Check Out". 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>(optional)</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"/>		
Birth Country:	<input type="text"/>		



At the bottom of the page you will be required to identify where you would like your transcript sent:


Documents Will Be Delivered To: please enter the delivery addresses



 [Add Shipping Address](#)

Name Attention Addr 1 Addr 2 City State Zip Country # of Copies

After clicking “Add Shipping Address”, you will be required to identify which Educational Institution you wish for your transcript to be sent.

Add An Address X

★ Address Type: 

★ Agency, College, Employer, or Student Name:  

Attention:

★ Address Line 1:

Address Line 2:


★ City:

★ State: (region)

★ Zip Code: (postal code)

★ Country:

★ Number of Copies:

[Add Additional Address](#) [Save And Close](#) 

When all information has been entered, click “Save and Close”.



At the bottom of the requester page be sure to identify the "Reason" and "Information Type" you are requesting:

<p>Reason(s) for Request of Student Record:</p> <ul style="list-style-type: none"><input type="checkbox"/> Employment<input checked="" type="checkbox"/> College<input type="checkbox"/> Identification<input type="checkbox"/> Birth Certificate<input type="checkbox"/> Immigration<input type="checkbox"/> Other <hr/> <p>Select The Information Type(s) Requested:</p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> Official High School Transcript (\$0.00 ea. + \$0.00 copy)<input type="checkbox"/> Attendance Record (\$0.00 ea. + \$0.00 copy)<input type="checkbox"/> Immunization Report (\$0.00 ea. + \$0.00 copy)<input type="checkbox"/> Birth Certificate (\$0.00 ea. + \$0.00 copy)	<p>Cost of Records Request Processing</p> <p>Original Copies</p> <table><tr><td>Official High School Transcript</td><td>\$0.00</td></tr></table> <hr/> <p>Total Cost of Original Docs \$0.00</p> <hr/> <p>Total Fee: \$0.00</p>	Official High School Transcript	\$0.00
Official High School Transcript	\$0.00		

The step is simply entering an E-Signature:

AUTHORIZATION NOTIFICATION:

My initials below constitute an electronic signature and authorizes the Records Department of Randolph County School System to release information and / or my student record and confirms I have completed all sections accurately and truthfully, including information verifying my identity. I understand that the recipient of the record(s) will use the indicated documents(s) for legitimate interests only and that the information contained therein shall not be further transferred or communicated to any other part or agency without my expressed written consent except under authority of Public Law 93-380, Educational Rights and Privacy Act.

I have enclosed the correct fees and understand that they are nonrefundable. I understand that an incomplete form will not be processed and will be considered closed after expiration of the 30 day notification window. *I declare under penalty of perjury that the foregoing is true and correct.*

Please enter your e-Signature

★ Your Initials:

— For security purposes, we logged your IP Address:
70.193.21.0, 173.245.54.236, 30.1.2.97
— Date/Time of Completion: 8/30/2016 at 10:04 hours

X
I AGREE TO THE CONTENT ABOVE VIA ELECTRONIC SIGNATURE