

How to Enter a Records Request Online

1. Go to www.psdschools.org/recordsrequest
2. Click on "[Request Records](#)"
3. Select an option from the left-hand side menu.

Student Records and Transcripts

Current high school students and parents are encouraged to work with their school's counseling office to obtain transcripts for postsecondary institutions.

[Request Records](#)

Select To Get Started:



[CLICK HERE](#) if you are a **CURRENT student 18 and over** to order your record or transcript



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



I am a college or university requesting a copy of a student record.



[CLICK HERE](#) if you are a **THIRD PARTY, VERIFICATION COMPANY** or **GOVERNMENT AGENCY** requesting a graduation verification or student record

General Information

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education record. FERPA gives a parent/guardian ("Parent") certain rights with respect to their children's education record. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level (an Eligible Student). The student education record of Eligible Students can only be released to a Parent with written consent from the Eligible Student, by providing other legal documentation, or by certifying the Eligible Student was a dependent for tax purposes the previous tax year.

In accordance with FERPA and under Poudre School District Policy [JRA/JRC](#), a student's education record will not be released to a third-party without written consent, unless such disclosure is permitted under FERPA.

Requests for a student's education record submitted online are subject to a \$4.00 transaction fee (does not apply to requests from other schools/districts serving K12 students). In accordance with the current Board-Adopted Schedule of Student Fees and Other Select Charges, other fees/charges may apply when requesting student's education record.

Please note the information below:

- Requests for a student's education record completed online will be processed on days District offices are open according to the current District calendar between the hours of 7:30 AM and 4:00 PM.
- You will receive emails from scribonline@scribsoft.com to notify you of the status of your request. It is important you read these emails carefully as additional information may be required to process your request.
- Third party requests must include the PSD [Consent to Release Student Education Record to a Third Party form](#). The form can be uploaded during the request process.
- Current students and parents of a current student who are eligible for a fee waiver will receive a \$3 refund when requesting an Official Transcript. This refund will be processed at the time the Official Transcript is provided. Information regarding fees and fee waivers can be found on the [PSD Student Fees and Charges](#) webpage.
- **All requests will be delivered electronically to the email you provide or to the educational institutions that accept electronic transcripts via ScribOrder's systems secure download method. However, a delivery address is still required in order to process the request.**
 - If electronic delivery is not available, the requested student education record will be mailed via USPS.
- **Click the appropriate link button on the left to request student education record.**

Please note that this website is optimized for IE 8.0 and higher, Safari, Chrome and Firefox.

All requests will be checked for accuracy. Any inaccurate information may result in your request being delayed or not being processed. All communication with regard to the request including payment, processing status, and delivery of the requested education record will be sent from scribonline@scribsoft.com to the email address provided in the request.

If you need the request in a different language, scroll all the way to the bottom of the page and under the blue "Proceed To Checkout" button is an option to select another language.

Proceed To Checkout

 Select Language | ▼

For the purposes of this How-To Guide we will be displaying the Parent or Former Student Request form as a Parent.

- 4. Fill out required information. Required information has a ★ next to it.
- 5. The first section is information about your **student**.

Name While Attending School:

★ Last Name: (in school)	<input type="text" value="required"/>	★ First Name:	<input type="text" value="required"/>
Middle Name:	<input type="text"/>	Suffix:	<input type="text"/>
Maiden Name:	<input type="text"/>	★ Last 4 SSN:	<input type="text" value="required"/>
★ Last 4 SSN:	<input type="text" value="required"/> ?	★ Last 4 SSN: (confirm)	<input type="text" value="required"/>
Student ID:	<input type="text"/>		

Information Related To Your Birth:

★ Date of Birth:	<input type="text" value="mm/dd/yyyy"/>	★ Current Age:	<input type="text" value="required"/>
Birth City:	<input type="text"/>		
Birth State:	<input type="text"/>		
Birth Country:	<input type="text" value="United States"/>		

Your Last Poudre School District School of Attendance:

★ Name of School :	<input type="text" value="Select..."/>
★ Last Year Enrolled:	<input type="text" value="required"/>
★ Did you graduate?	<input type="checkbox"/> Yes <input type="checkbox"/> No

- 6. If you do not have a SSN, or choose not to provide it, click on the "?" and select "Do not have SSN" button to bypass.

ACCESSING THE ORDER TRACKER: Once you have submitted your request and payr confirmation page, which contains the back ad from scribonline@scribsoft.com. To a

Name While Attending School

★ Last Name: (in school)	<input type="text" value="required"/>	★ Last 4 SSN:	<input type="text" value="required"/> ?
Middle Name:	<input type="text"/>		
Maiden Name:	<input type="text"/>		
★ Last 4 SSN:	<input type="text" value="required"/>	★ Last 4 SSN: (confirm)	<input type="text" value="required"/>
Student ID:	<input type="text"/>		

Partial SSN, Alien #, or USCIS # unavailable?

"We use this information to help authenticate your identity. If you do not have an SSN, Alien #, or USCIC #, please select the 'Do Not Have SSN' button."

7. The next section is **your** information as the Parent/Guardian.

Current Name / Requester Name:

★ Last Name: (official id) ★ First Name:

Middle Name:

Maiden Name: Suffix:

8. If you do not have a driver’s license, or do not wish to provide it, click on the "?" and select "Do not have ID" button to bypass.

Driver's License: (or other State Issued ID)

★ ID Number: ⓘ ★ Issuing

Email:

★ Address:

Special Instructions :

Driver's License / ID unavailable?

"We use this information to help authenticate your identity. If you do not have a driver's license or another State issued identification card, please select the 'Do Not Have ID' button."

9. Email address is your email so we can provide order updates or contact you if there is a question.

Email:

★ Address:

10. Special instructions are for anything specific that is needed. (E.g., physical copy needed and mailed to address, need transcript signed and sealed in envelope, need notary, etc.)

Special Instructions :

11. Click on the blue “Add Delivery Address.”

Documents Will Be Delivered To: please enter the delivery addresses

Name	Attention	Addr 1	Addr 2	City	State	Zip	Country	# of Copies
<input type="button" value=""/>								

- a. If you would like the records send to a college, for “Address Type:” select “Educational Institution.” Start typing in the college name and it will auto populate the school. If it does not auto populate, please provide the college’s information. You can add more than one address if applying to multiple schools, click “Add Additional Addresses.”

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:

- b. If you would like the records send to you, for “Address Type:” select “Other” and fill in the required information. Note: we will still email the records to the email provided.

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:

- c. If you would like the records sent to an agency or employer, for “Address Type:” select “Other” and fill in the required information. If you have an email or fax number, please provide that in the special instructions box.

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:

12. Select which records you want under “The Information Type(s) Requested.”

Select The Information Type(s) Requested:

- Official School Transcript (\$3.00 ea. + \$3.00 copy)
- Immunization Record (\$0.00 ea. + \$0.00 copy)
- Discipline Records (\$0.00 ea. + \$0.00 copy)
- Attendance Records (\$0.00 ea. + \$0.00 copy)
- Standardized Test Scores - MAPS, ACCESS, CSAP, CMAS, etc. (\$0.00 ea. + \$0.00 copy)
- IEP/504/Special Education Documents: Please specify in special instructions (\$0.00 ea. + \$0.00 copy)
- Health Folder (\$0.00 ea. + \$0.00 copy)
- Enrollment History (\$0.00 ea. + \$0.00 copy)
- All the above (Student Cumulative File) (\$3.00 ea. + \$3.00 copy)
- Other: Must specify in the Special Instructions Box (\$0.00 ea. + \$0.00 copy)
- SAT/ACT Scores - may not be accepted as official by post secondary institutions and NOT available for all alumni (\$0.00 ea. + \$0.00 copy)

13. Your Initials must match what is in the “Current Name / Requester Name.” Fill in initials by first and last name or first, middle, and last name.

Please enter your e-Signature

★ Your Initials:

14. Sign document.

X

I AGREE TO THE CONTENT ABOVE VIA ELECTRONIC SIGNATURE

15. Click “Proceed to Checkout.”

16. Answer the Verification Questions. These questions are to ensure the requestor is who they say they are. Note: if you select “I do not wish to answer this question” multiple times, we require a Photo ID be uploaded to your order to confirm the identity of the person requesting the records.

★ Question 1: Which one of the following addresses is associated with you?

- 67 RR 121 POB 61
- 55 RR 103 POB 310
- 85 VERMONT ACADAMY
- 88 RR 11
- 7 RR 11 POB 66
- 47 PRATTHILL PO BOX RD
- 52 PIGGERY RD
- 6 SPENCER HOLLOW RD
- 44 RR 11 POB 526
- None of the above
- I do not wish to answer this question.

17. Your Initials are the same as what you put on the previous page.

18. Click “Certify Answers.”

★ Your Initials:

Clear Form Certify Answers

19. To print or save your confirmation information as a PDF, click “Print Receipt For Records.”



Thank you for your order! We are processing your coupon order and will update you, via email, with the status of your order very shortly. Please print and keep a copy of this receipt for your records. There are no refunds for coupon orders.

Print Receipt For Records

20. Right click on the document and select “Save As” to save a copy or select “Print.”