

October 28, 2020

Effective October 28, 2020, to provide enhanced and more secure service for our transfer students, all records requests for our former student must be made online using our new student record request system, *K12 Transfer*, by Scribbles Software. ***Fax, phone calls, emails and mail will no longer be accepted.***

The new K-12 Transfer application will be activated on October 28, 2020. It is a secure, self-service application that requires the following steps:

- **Site Access.** Got to <https://iisdtx.scribborder.com> Scroll down to the ***K-12 Districts Select the Following to get started*** and click the Icon
- **Account Creation.** Each person requesting records from Irving Independent School District 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 may login to the K-12 Transfer application and submit your requests to Irving Independent School District.
- **Processing Time.** Irving Independent School District will process your request electronically within 10 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.

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

Thank you,

Irving Independent School District