How to Enter a Records Request Online

1. Go to www.psdchools.org/recordsrequest
2. Click on “Request Records”
3. Select an option from the left-hand side menu.

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/JJC, 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 $2 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.
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) [required]
- Middle Name: 
- Maiden Name: 
- Last 4 SSN: [required]
- Student ID: 
- First Name: [required]
- Suffix: 
- Last 4 SSN: (confirm) [required]

**Information Related To Your Birth:**
- Date of Birth: mm/dd/yyyy
- Birth City: 
- Birth State: 
- Birth Country: United States
- Current Age: [required]

**Your Last Poudre School District School of Attendance:**
- Name of School: Select...
- Last Year Enrolled: [required]
- Did you graduate? □ Yes □ 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.
7. The next section is your information as the Parent/Guardian.

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.

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

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.)

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

- Address Type: Educational Institution
- Agency, College, Employer, or Student Name:
- Attention:
- Address Line 1:
- Address Line 2:
- City:
- State (region):
- Zip Code (postal code):
- Country: United States
- Number of Copies: 1

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

- Address Type: Other
- Agency, College, Employer, or Student Name:
- Attention:
- Address Line 1:
- Address Line 2:
- City:
- State (region):
- Zip Code (postal code):
- Country: United States
- Number of Copies: 1
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.

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.


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 ACADEMY
   - 88 RR 11
   - 7 RR 11 POB 66
   - 47 PRATTHILL PO BOX RD
   - 52 PIGGERY RD
   - 6 SPENCER HOLLOW RD
   - 44 RR 11 POB 528
   - 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.”

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

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