

The following is a brief tutorial on how to request student records and transcripts through the new ScribOrder system being used by the Randolph County School System. Please note that all students applying to community colleges and four year universities in North Carolina need to send transcripts through the College Foundation of North Carolina website at www.cf-nc.org. Another tutorial on this process will soon be located on the Student Services page of the SWRHS website. The first step in using the new ScribOrder system is to go to the Randolph County Schools website at www.randolph.k12.nc.us. You must then scroll mid-way down the page and click on the words “Records Request & Transcripts” located on the left-hand side of the page. The next step is to click on the blue “here” link located on this page of the website. The next page contains information on how to request records and transcripts depending on who is requesting and whether the student is a current or previous student. For current students there is no charge to use this system, however if you are a former student there will be a fee. For our training purposes today, we will click on the current student link on the top left of this page. This will take you to a screen where demographic information needs to be entered. Required information is noted in the color red. SS # and driver’s license numbers are requested but if you do not know this information, you can put all “9s” and the system will still process your request. At the present time, the system requires that you enter a delivery address so if you want to pick your transcript/records up at the school, just add the school’s address and add “pick up at school” in special instructions. After you complete the needed information the system will ask you to sign at the bottom. You will then click on the “Update Order”