



Guilford County Schools

ATTENTION – All Graduating Seniors Attending College in the Fall

In order to have your FINAL Transcript sent the college or university of your choosing, each student must submit a "FINAL Transcript" request via the GCS ScribOrder On-Line Student Records Request tab. IMPORTANT: you will follow the exact same process as you have since the On-Line Student Records Request application became available earlier this year, with one small difference.

[Current Student - FINAL Transcript Request Overview – ScribOrder](#)

Click the link for Student transcripts of District Homepage or Current High School Homepage.

[District](#) [Schools](#) [Departments](#) [Parents & Students](#) [Employees](#) [Community](#) [Newsroom](#) [Careers](#)



Join us in saying #ThanksTeamGCS!

[Click here to learn more.](#)

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District News

[Middle College at GTCC-
Jamestown Graduates Are
Ready for Success](#)

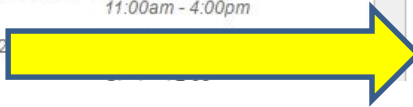
Upcoming Events

05/21/16 Sat [Family Fun Day](#)
11:00am - 4:00pm

05/2

Quick Links

[GCS en Español](#)
[School Calendars](#)
[Online Student Records Request Form](#)





Guilford County Schools

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



Select To Get Started:



CLICK HERE if you are
[CURRENT STUDENT](#) and
would like to order your student
record or transcript

General Information

Guilford County Schools is now offering a secure site for current and former students to access transcripts, attendance, and employment verifications.

Per District policy, and the Family Educational Rights and Privacy Act (FERPA) student records are only released with authorization from the student or parent, guardian or responsible person if the student is less than 18 years of age. If the student is 18 years of age or older, school records will not be released to a parent, guardian, or responsible person without the student's written consent.

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.



Guilford County Schools

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.

Guilford County Schools Records Requests [Home](#) [Order Tracker](#)

 STRIVING. ACHIEVING. EXCELLING.

 PREPARING GRADUATES: ENGAGING MINDS. DEVELOPING CHARACTER.

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 through payment of the 'order fee'. 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: required

Middle Name:

Maiden Name:

* Last 4 SSN: required

Student Id:

* First Name: required

Suffix:

* Last 4 SSN: (confirm) required

Information Related To Student's Birth:

* Date of Birth: mm/dd/yyyy

Birth City:

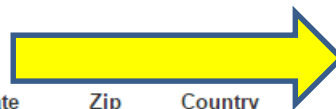
Birth State:

* Current Age: required

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

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



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

Add An Address X

★ Address Type: Educational Institution

★ Agency, College, Employer, or Student Name: Guilford College

Attention: Admissions

★ Address Line 1: 5800 W Friendly Avenue

Address Line 2:

★ City: Greensboro

★ State: (region) North Carolina

★ Zip Code: (postal code) 27410-4108

★ Country: United States

★ Number of Copies: 1

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



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IMPORTANT

At the bottom of the requester page be sure you to identify that you are requesting your "FINAL Transcript".

SEE BELOW:

Reason(s) for Request of Student Record:

- Employment
- College
- Identification
- Birth Certificate
- Immigration
- Other

Select The Information Type(s) Requested:

- High School Transcript (\$3.00 ea. + \$0.00 copy)
- FINAL Transcript

Cost of Records Request Processing	
Original Copies	
FINAL Transcript	\$0.00
Number of Addresses	X 1
<hr/>	
Total Cost of Original Docs	\$0.00
<hr/>	
Total Fee:	\$0.00

After entering initials and signature, simply click "Update Fees – Prepare for Checkout" (Please note, there are NO fees for Current Student requests).

Please enter your e-Signature Retry


★ Your Initials:

— For security purposes, we logged your IP Address:
98.24.77.243, 173.245.54.233, 30.1.2.97

— Date/Time of Completion: 5/20/2016 at 10:31 hours

X
I AGREE TO THE CONTENT ABOVE VIA ELECTRONIC SIGNATURE

Coupon Code:

 **Update Fees - Prepare For Checkout**