

Requesting Student Records



Effective February 2, 2022

York County School Division will no longer accept student records requests submitted via fax, email, telephone and US mail.

In an effort to provide a secure and efficient service for requesting student records, all requests will be submitted online using the new student record request system, Scribbles. Current seniors will continue to use the [Parchment](#) service to request free high school transcripts until July 31 of their graduating year.

Follow these steps to request student records:

- **Site Access**
Go to <https://yorkcountyschoolsva.scribborder.com/>, select the appropriate link from the menu located on the left.
- **Account Creation**
Fill in all required information.
 - For K12 schools requesting YCSD student records, each staff member must set up an account using their **school** email address; personal email addresses will not be accepted.
- **Verification**
Once the account is set up, a verification email notification will be sent to the requestor within approximately 24 hours. The account only needs to be verified once. Multiple requests may be submitted using one account.
- **Submit Request**
After receiving the verification complete email notification, the requestor can login to the Scribbles application and submit their request.
- **Processing Time**
All attempts to fulfill the student records requests will be processed electronically within ten business days. An email notification will be sent once the request has been processed.
- **Downloading**
Once the "processing complete" email has been received, requestors can log back in to the application and download the student record.