

Requesting Transcripts through Scrib

For current students needing transcripts sent to a college or university, please follow these instructions.

You can request your transcripts online via our website: www.sullivank12.net

How to Submit Your Request:

1. On a Computer:

- Find the **FAMILIES** tab.
- Click on **RECORDS/TRANSCRIPTS**.
- Open the link and select **CURRENT STUDENT** to enter your information.

2. On a Cell Phone:

- Click the three white lines (menu icon) in the upper right corner to find the **FAMILIES** tab.
- Click **"IN THIS SECTION"**.
- Select **RECORDS/TRANSCRIPTS**.

Important Information:

- **No Fee:** There is no charge for current students to use this service.
- **E-Transcripts:** Most colleges and universities accept electronic transcripts (E-Transcripts).
- **Delivery:**
 - Click **ADD DELIVERY ADDRESS**
 - Select **EDUCATIONAL INSTITUTION** for the Address Type—Tab down and start typing the college you want to add. It should automatically bring up colleges.
 - You may list several colleges within a single request.
- **Security & Tracking:** This is a secure website, and using it allows us to track your records to ensure successful delivery.