

To provide an enhanced and more secure service for our transfer students, all record requests for our former students must be made online using our student record request system, *K12 Transfer*, by Scribbles Software. ***Fax, phone calls, emails and mail will no longer be accepted.***

K-12 Transfer is a secure, self-service application that requires the following steps:

- **Site Access.** [*K-12 Transfer*](#) .

Select the Following to get started and click the Icon

- **Creation.** Each person requesting records from Keller Independent School District is required to set up an account. You must use your school email address. Personal email addresses will not be accepted. There is **No Fee to request records.**
- **Processing Time.** Keller Independent School District will process your request electronically within 10 business days. You will receive an email notification once the request has been

processed.

- **Downloading.** When you receive the “processing complete” email, you will need to login to the K-12 Transfer application to download the student record you requested.

Should you have any issues setting up your account, or questions about the process, please contact support@scribsoft.com.

Thank you,
Keller Independent School District