



St. Johns County School District

Information Technology

10 Hildreth Drive, St. Augustine, FL 32084

Effective July 1, 2026, the St. Johns County School District will provide an enhanced and more secure service for our transfer students. **All records requests for our former students MUST be made online using our new secure student records request system.**

FAX, phone calls, emails, and mail requests will no longer be accepted.

The new PK-12 transfer application will require the following steps:

- **Site Access:** Go to <https://stjohnsfl.scriborder.com/> and scroll down to the “CLICK HERE if you are a PK-12 School requesting transfer record(s) of a St. Johns County School District Student.
- **Account Creation:** If you are not currently a ScribOrder subscriber, you must set up an account (there is no cost to create an account to request and receive records). You MUST use your school email address; personal email addresses will NOT be accepted.
- **Verification:** Once the new account is set up, there is a one-time verification process that takes approximately 24 hours to complete. You will receive an email notification once your account is verified.
- **Submit Request:** When you receive the “verification complete” email, you may log into the PK-12 transfer application and submit your request to St. Johns County School District.
- **Processing:** St. Johns County School District will process your request electronically within five business days.
- **Downloading:** Once you have received the “processing complete” email, you will need to log into the PK-12 transfer application to download the student record(s) you requested.

Please contact help@scribsoft.com with issues on account set up.

Thank you.

St. Johns County School District