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Christy Perry, Superintendent

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To provide enhanced and more secure service for our transferring students, Salem/Keizer schools will no longer be accepting records requests via fax, phone calls, and email. All records requests for our former student must be made online using our new student record request system.

To access the new K-12 self-service secure application:

1. Go to <https://salkeizer.scribsoft.com> and scroll down to the ***K-12 Districts Select the Following To Get Started*** and click on the schoolhouse icon.
2. **Create an account** using your school address.
3. You will receive an email **verifying your account**. This process can take up to 24 hours and will only need to be done once.
4. You may now log in and **submit your request(s)** to the Salem/Keizer School District.
5. **Processing time** will be within 10 business days and done electronically. You will receive email notification once the request has been processed.
6. When you've received the "processing complete" email, login to the K-12 Transfer application to **download the student record** you requested.

Should you have any issues setting up your account or submitting a request, please contact [support@scribsoft.com](mailto:support@scribsoft.com).

Thank you,

Salem/Keizer Student Record Department