



## ***Washoe County School District***

**Every Child, By Name And Face, To Graduation<sup>SM</sup>**

### **Select To Get Started:**



**CLICK HERE** if you are a **CURRENT** student and would like to order your student record or transcript



**CLICK HERE** if you are a **FORMER STUDENT** and would like to order your student record or transcript



**CLICK HERE** if you are a **COLLEGE/UNIVERSITY, CORPORATION, VERIFICATION COMPANY** or **GOVERNMENT AGENCY** requesting a graduation verification or student record



I am an attorney or legal entity requesting a student record.



**CLICK HERE** If you are requesting a **NV-AB7 High School Diploma**

### General Information

Washoe County School District (WCSD) Student Accounting Department is responsible for the archiving of student permanent records of former and alumni WCSD students. WCSD is now offering a convenient and secure website for current students, former students, K-12 Districts, attorneys and corporations to request transcripts, student records, immunizations and graduation verifications online.

Per District policy and the Family Educational Rights and Privacy Act (FERPA) student records are only available to those who have authorization from the student or parent, guardian or responsible person if the student is under 18 years of age. If the student is 18 years of age or older, school records will not be released to a parent, guardian, or responsible person without the student's written consent.

### Important Information:

- All requests for student records/information will be submitted and paid for online using a credit or debit card.
- You will receive emails from **scribOnline@scribsoft.com** to notify you of the status of your order. It is important you read those emails carefully as additional information may be required to process your request.
- Please allow 10 business days to process student records orders.
- Please allow 6-8 weeks to receive your diploma.

**Please note that this website is optimized for IE 9.0 and higher, Safari, Chrome and Firefox.**

*All requests will be checked for accuracy. Any inaccurate information may result in your record not being processed. All communication with regard to your order, payment, our progress, and the records delivery will be sent via email.*

[Back To Washoe County School District Homepage](#)

## K-12 Districts Select The Following To Get Started:



[I am a K12 District seeking the record of a WCSD Student.](#)

## The Following May Be Requested by Alumni: must meet ALL requirements

Permanent Record (all school transcripts)	\$15.00
Official ES, MS, or HS Transcript	\$10.00
Immunization Records	\$10.00
Official HS Transcript (electronic delivery)	\$10.00

Enrollment History	\$6.00
Behavior	\$6.00
Assessments	\$6.00
Attendance	\$6.00
Grade	\$6.00
Student Summary Report	\$6.00
Most Current IEP, Eligibility & Psych Report	\$10.00
All Special Education Records	\$20.00
Duplicate Diploma	\$30.00
Diploma Cover (generic WCSD)	\$15.00
Proficiency Exemption Request (NV-AB7)	NO CHARGE
Health Records	\$20.00
Document Type 504	\$20.00

- **Important Information.** Please allow 6-8 weeks to receive your diploma.

#### ONLINE PAYMENT OPTION:

- **Credit or Debit Card.** This is a secured option to pay the records request fee online with a credit or debit card.

### The Following May Be Requested by Corporations / Universities / Attorneys:

Official Transcript	\$10.00
Enrollment History	\$6.00
Immunization Records	\$10.00
Verification of Graduation (Not a transcript. Statement of graduation status only.)	\$10.00
Special Education Records	\$20.00
Affidavit (Legal Only)	\$10.00
Attorney/Subpoena Requests	\$35.00

### The Following May NOT Be Requested:

GEDs please visit The Department of Education website at: <https://www.diplomasender.com>

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## **For More Information, Contact:**

### **Washoe County School District**

Student Accounting Department

380 Edison Way

Reno, NV 89502

Phone: (775) 861-4428

Fax: (775) 861-4497

If you are having trouble accessing records please contact WCSD – Student Records  
(775) 861-4428

## **For Technical Support, Contact:**

### **Scribbles Software**

Email: [help@scribsoft.com](mailto:help@scribsoft.com)

Phone: 855-465-1458

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### ***Business Hours***

Monday - Friday

8:00 AM - 4:00 PM