

The Anchorage School District is live on ScribOrder!

In an effort to provide enhanced and more secure service for students, all general educational records requests including **K-12 Transfers (out of district requests)** must be made online using our new online student record request system.

Fax, phone calls, email and mail will no longer be accepted for general education records.

Please use the following address to access our online student records request system: <https://anchorageak.scriborder.com> and look for the K-12 Districts link to request records.

K-12 Districts Select The Following To Get Started:



CLICK HERE If you
are a K12
DISTRICT seeking to
transfer the record of
a former Anchorage
School District
student

Special Education and 504 records must be requested directly through the Special Education Records department.

Please send them your request via fax at 907-742-6079 or via email to **specialeducationrecordsrequest@asdk12.org**. Please include the following: student's full name, date of birth, and the exact documents you would like to receive. The documents will be sent to you electronically in email through a secured server or by fax, as noted on the request. If you have questions or need additional information, please contact Special Ed Records at 907-742-6072.

Thank you,
Anchorage School District