

New Process & Using ScribOrder to request MGLVA student records

Hello,

To expedite record requests and provide an enhanced/more secure service for the transfer and request of student records, all record requests must be made online using <https://mglvami.scriborder.com/> effective Thursday, September 30, 2021.

Fax, phone, mailed and emailed requests will no longer be accepted.

Current students or Parent/Guardian - select this icon



CLICK HERE if you are
a CURRENT student or
Parent/Guardian of a current
student and would like to order a
transcript or student record

Current Student Records Request Step 1, Please Enter All Information

This is an official request for a copy of a student record. The information contained in this request should be considered private. Please complete all information in full and then finalize the order process by clicking 'Proceed to Check Out'. The information required on this page is necessary to verify and protect your school record from being accessed by unauthorized individuals.

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. In addition to email, you have the option to receive status updates via text message.

ACCESSING THE ORDER TRACKER: Once the order has been submitted and payment received, you will be directed to a confirmation page which contains the link to the Order Tracker. You will also receive a link to the Order Tracker via email from scribonline@scribsoft.com. To access the Order Tracker, you will enter your email address, order number and password.

Student's Current Name:

★ Last Name:	<input type="text" value="required"/>	★ First Name:	<input type="text" value="required"/>
Middle Name:	<input type="text"/>	Suffix:	<input type="text"/>
Maiden Name:	<input type="text"/>	★ Last 4 SSN: (confirm)	<input type="text" value="required"/>
★ Last 4 SSN:	<input type="text" value="required"/>		

Information Related To Student's Birth:

★ Date of Birth:	<input type="text" value="mm/dd/yyyy"/>	★ Current Age:	<input type="text" value="required"/>
Birth City:	<input type="text"/>		
Birth State:	<input type="text"/>		
Birth Country:	<input type="text" value="United States"/>		

Your Current Michigan Great Lakes Virtual Academy School of Attendance:

★ Name of School :	<input data-cs="3" data-kind="parent" type="text" value="Select..."/>		
★ Grade:	<input type="text"/>		

Current Residence Address: (this may be different than the mailing address)

★ Address Line 1:	<input type="text" value="required"/>		
Address Line 2:	<input type="text"/>		
★ City:	<input type="text" value="required"/>		
★ State: (region)	<input type="text" value="required"/>		
★ Zip Code: (postal code)	<input type="text" value="required"/>		
★ Country:	<input type="text" value="United States"/>		

Mailing Address Different: ☐ Yes ☒ No

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Telephone Number: (###-###-####)

★ Primary: +1() - -

★ Cell: +1() - -

Updates via Text
Message? ☒ Yes ☐ No

Driver's License: (or other State Issued ID)

★ ID Number: required

★ Issuing State: required

Email:

★ Address: required

★ Confirm: required

Special Instructions :

Documents Will Be Delivered To: please enter the delivery addresses

Add Delivery Address

Name	Attention	Addr 1	Addr 2	City	State	Zip	Country	# of Copies

Reason(s) for Request of Student Record:

- ☐ Employment
- ☐ College
- ☐ Identification
- ☐ Birth Certificate
- ☐ Immigration
- ☐ Other

Select The Information Type(s) Requested:

- ☐ High School Transcript (Grades 9-12) (\$0.00 ea. + \$0.00 copy)
- ☐ Immunization Record (\$0.00 ea. + \$0.00 copy)
- ☐ Report Card (\$0.00 ea. + \$0.00 copy)
- ☐ Copy of Birth Certificate (\$0.00 ea. + \$0.00 copy)
- ☐ Enrollment Verification (\$0.00 ea. + \$0.00 copy)
- ☐ Withdraw Verification (\$0.00 ea. + \$0.00 copy)
- ☐ Absence Intervention Plan (\$0.00 ea. + \$0.00 copy)
- ☐ Individual Education Plans (IEP) (\$0.00 ea. + \$0.00 copy)
- ☐ Evaluation Team Report (ETR) (\$0.00 ea. + \$0.00 copy)
- ☐ 504 (\$0.00 ea. + \$0.00 copy)
- ☐ Test Scores (\$0.00 ea. + \$0.00 copy)
- ☐ Attendance (\$0.00 ea. + \$0.00 copy)
- ☐ Guardianship (\$0.00 ea. + \$0.00 copy)

Cost of Records Request Processing Original Copies

Total Cost of Original Docs \$0.00

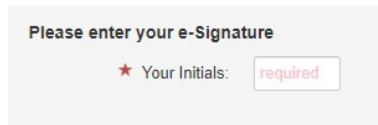
Total Fee: \$0.00

AUTHORIZATION NOTIFICATION:

My initials below constitute an electronic signature and authorizes Michigan Great Lakes Virtual Academy to release information and / or my student record and confirms I have completed all sections accurately and truthfully, including information verifying my identity. I understand that the recipient of the record(s) will use the indicated documents(s) for legitimate interests only and that the information contained therein shall not be further transferred or communicated to any other part or agency without my expressed written consent except under authority of Public Law 93-380, Educational Rights and Privacy Act.

I have enclosed the correct fees and understand that they are nonrefundable. I understand that an incomplete form will not be processed and will be considered closed after expiration of the 30 day notification window. ***I declare under penalty of perjury that the foregoing is true and correct.***

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Please enter your e-Signature

★ Your Initials: required



Retry

X

I AGREE TO THE CONTENT ABOVE VIA ELECTRONIC SIGNATURE

*The initials entered must match the student's current name, but the signature may be your own. After signing please select Complete Order.

Once this is completed you should receive a confirmation email that states your request has been submitted. We process requests in the order they are received, and are returned to you via ScribOrder.

Thank you!