

# Transcript Request

(And where to pay if you have graduated)

1. Transcript requests can be mailed with the form below and a \$2 each charge for graduated students.

Or:

2. Transcripts can be requested on line with this email: [mvhs.transcripts@gmail.com](mailto:mvhs.transcripts@gmail.com) Tell us in the email:

**A. Your name (upon graduation) and date of birth**

**B. Your year of graduation**

**C. Name of the place and address where you need your transcript with test scores sent.**

**D. Do you want your test scores left off?**

**E. Does it need to be official or unofficial?**

**F. Your receipt from myschoolfees.com**

Below is the information for how to pay for your transcripts if you have graduated. There is a 4% charge for the transaction.

Myschoolfees.com link is on the home page.

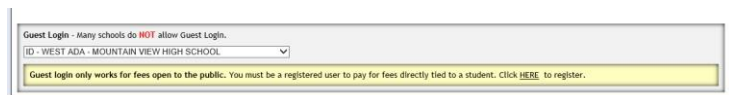
## PAYING FOR TRANSCRIPTS ONLINE

Website: MYSCHOOLFEES.COM



The screenshot shows the MySchoolFees website interface. At the top, there is a navigation bar with the logo and links for 'Support and FAQs', 'Information', and 'Sign Out'. Below the navigation bar, there is an attention message: 'ATTENTION: Many Nebia and Vastavia Schools are using our new site. If your school is on this list please use our new MySchoolFees website'. The main content area contains a login form with fields for 'User Name (Your Registered Email Address)' and 'Password'. There are buttons for 'Sign In', 'OR', and 'Register'. Below the password field, there is a 'Show Password' checkbox. To the right of the login fields, there are links for 'Forgot Your Password?' and 'View Quick Start Guide'. At the bottom of the form, there is a link: 'New to MySchoolFees? Watch a 3 minute video demonstration here'.

Enter your User Name and Password



The screenshot shows the MySchoolFees website guest login page. At the top, there is a message: 'Guest Login - Many schools do NOT allow Guest Login.'. Below this, there is a dropdown menu with the selected option 'ID - WEST ADA - MOUNTAIN VIEW HIGH SCHOOL'. Below the dropdown menu, there is a message: 'Guest login only works for fees open to the public. You must be a registered user to pay for fees directly tied to a student. Click [HERE](#) to register.'

OR log in as a guest. Select West Ada...Mountain View High School



Click on Transcript Fee under Category



Enter quantity of copies you plan to purchase. Add to cart. Checkout.



You may add the Student's Name and a brief message. Submit and Continue. Follow the guided checkout instructions.