



Official Transcript Request

Parent/Legal Guardian or Student that is 18 years or older must submit the following:

- Fill out the online request form (link below)
- Submit any additional documentation that needs to be submitted with the Official Transcript.
- First 2 Official Transcripts are free.
- For three or more Official Transcripts there is a \$5.00 charge per Official Transcript. Please follow the PAY PAL instructions to send in your payment. Request will be fulfilled after receipt of payment.

Submit Your Request Form via the following link:

<https://na2.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=c18f624e-6706-4b8c-b819-5a3743c33b81>

Submit Your Payment to: *(Detailed Instructions Attached below)*

- Paypal.com
- Click on “Buy”
- Select “Make a Payment”
- Email address: payments@txva.org

Official Transcript consists of the following:

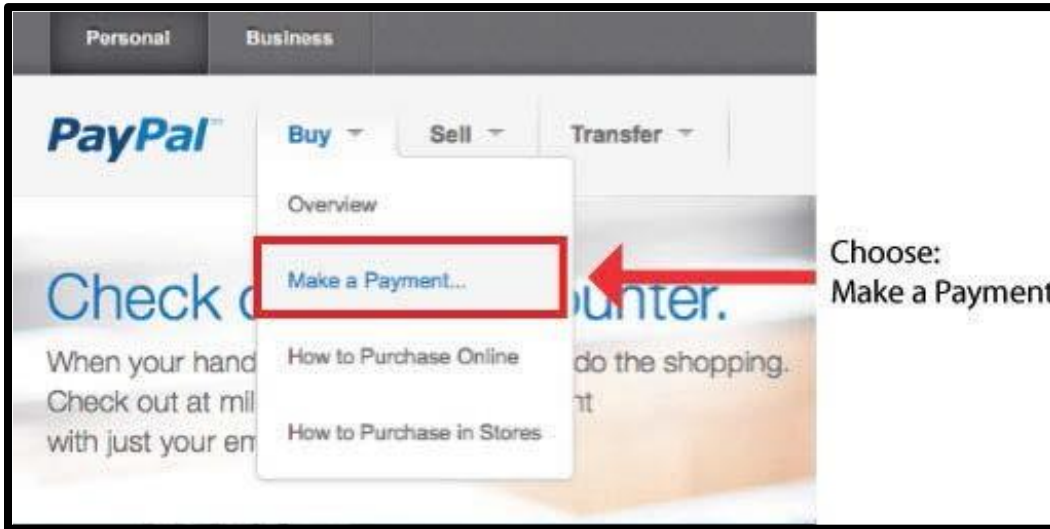
- Transcript signed by the Head of School with official school seal



To make a payment directly to Texas Virtual Academy first you will need to go to: www.paypal.com

Navigate to the **Buy** tab and click to reveal the drop down menu.

Choose **Make a Payment** from the drop down menu.



The **Make a Payment** page will open and on this page is a box where you complete the following information:

The image shows the 'Make a Payment...' form on the PayPal website. The form is titled 'Make a Payment...' and has a sub-header 'Pay for items or services quickly and securely'. It contains several input fields and a button:

- From (Your email address)**: A text input field. A red arrow points to it with the label 'Enter your personal e-mail address'.
- To (Their email address)**: A text input field containing the email address 'payments@txva.org'. A red arrow points to it with the label 'Enter: payments@txva.org'. Below this, a text label reads: 'This is the e-mail address you will need to enter to make a payment to Texas Virtual Academy.'
- Amount**: A text input field. A red arrow points to it with the label 'Enter the amount in dollar that you wish to pay and hit continue.'
- USD - U.S. Dollar**: A dropdown menu.
- Continue**: A blue button.


You will now be directed to the **Send Money** page. If you already have a PayPal account you can log-in. Otherwise, you will be asked to create a username and password.

You will also be asked to fill in your basic information and credit card information to process the payment.

Send Money Confirm the dollar amount and e-mail address is correct.
The e-mail address should be payments@txva.org

You are sending \$1.00 USD to payments@txva.org for Service/Other.

Enter the following information for billing and to create your PayPal account.

Country or region
United States 

Email address
You will use this to log in to PayPal
My_email_address@me.com

Choose a password

Re-enter password

If you do not already have a PayPal account you will need to create one.

Your e-mail address will carry over, but you will be asked to enter a password and basic informations such as your address and phone number.

If you have a PayPal Account you will need to Log In

ALREADY HAVE A PAYPAL ACCOUNT?




Email:
My_email_address@me

Password:

Log In

[Forgot your email address or password?](#)

Credit card number

Expiration date
--Month-- --Year--

CSC [What's this?](#)

By clicking **Agree and Create Account**, I hereby:

- Confirm that I have read and agree to be bound by PayPal's [User Agreement](#), its incorporated policies, and [Privacy Policy](#).
- Specifically and expressly consent to the use of website tracking methods, including cookies and to PayPal processing and storing your information in the United States in accordance with the [Privacy Policy](#).

You do **not** need to click this box.

I agree to receive marketing related emails from PayPal

Agree and Create Account

Click Agree after you have entered all of the required information.

After you have completed the required information and hit **Agree and Create Account** you will be directed to the **Review/Send** page.

Review your payment and send

Your PayPal account has been created.
Please check the following information before continuing. [View PayPal policies](#) and your payment source rights.

Description	Amount
Payment To payments@txva.org	\$1.00 USD

Make sure the e-mail address is payments@txva.org

[Apply coupon/gift certificate](#)

Make sure the dollar amount is correct

Your total charge: \$1.00 USD


If everything is correct go ahead and hit Send Money

Send Money

Make sure all the information is correct and then hit **Send Money**.

The final page will be the **Confirmation** page showing the money has been sent.

The money has been sent!

 , you have sent \$1.00 USD to KC Distance Learning.

We sent a receipt to your email inbox. We also sent a notification to KC Distance Learning at payments@txva.org. [View transaction details](#)

You don't have this email address listed in your Contact Book. You can send money faster next time by adding it.

Add to Contact Book

Thanks for using PayPal.

You will be sent a receipt via the e-mail you provided.

Do not be alarmed when it says KC Distance Learning this is the name you will expect to see when you have made a payment to Texas Virtual Academy.

This transaction will appear on your bill as "PAYPAL *KCDISTANCEL".

Please be aware that the transaction will appear on your credit card statement as **KC Distance Learning** and not Texas Virtual Academy.

You have now completed the payment process and will receive a receipt via the e-mail address you provided.

[Upon completion of the payment process you will need to e-mail payments@txva.org.](#)

Please include your child's first and last name, amount paid, and a short description of the event/item so that your payment is allocated to the appropriate department.

If you have any questions regarding the payment process, please e-mail us at: payments@txva.org.