

# **BHS Counseling Office**

## **Need a transcript?**

*If you are currently enrolled at Belleville High School or graduated in or after 2004, you can order your transcripts online at [docufide.com](http://docufide.com).  
(link provided on our web site at [vanburenschools.net/bhs](http://vanburenschools.net/bhs))*

If the school you want a transcript sent to is listed on the Docufide site, there is no fee for the transcript and it will be sent electronically to the school. If the school you want a transcript sent to is not listed or if you are prompted to pay a fee, please contact the Belleville High School Counseling Office to process your request.

You will need to set up an account at [docufide.com](http://docufide.com) to begin. You must have an email address to set up an account.

|                  |   |
|------------------|---|
| <b>Go to:</b>    | <b>docufide.com</b>                             |
| <b>Click:</b>    | <b>sign in</b>                                  |
| <b>Enter:</b>    | <b>Belleville High School</b>                   |
| <b>Click:</b>    | <b>search</b>                                   |
| <b>Choose:</b>   | <b>Belleville High School</b>                   |
| <b>Complete:</b> | <b>your enrollment information</b>              |
| <b>Click:</b>    | <b>save and continue</b>                        |
| <b>Complete:</b> | <b>personal information to set up account</b>   |
| <b>Click:</b>    | <b>continue</b>                                 |
| <b>Enter:</b>    | <b>your email address and choose a password</b> |

You will receive an email with a link to follow to complete the process. Once you request your transcript and the process is completed you will receive confirmation by email of your transcript being sent to the requested school.

*If you graduated prior to 2004, you need to fill out the transcript request form on the Belleville High School web site and/or contact the Belleville High School Counseling Office.*