

Hillcrest Middle School  
**School Supply Kit Order Form**  
2019-2020

**\$35**

Please **return this order form** to the Main Office by June 28, 2019 in person or through the mail. Summer Office Hours are Monday through Friday, 8 am until 3 pm. Our mailing address is 401 Hillcrest School Road, Tuscaloosa 35405.

Please list the following:

Student Name: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Method of Payment: \_\_\_\_\_ Check \_\_\_\_\_ Cash

Check # \_\_\_\_\_

\*Make checks payable to Hillcrest Middle School

\*Include phone number and driver's license #

**If you would rather pay online:**

You can pay online through **My School Fees**. All online payments will automatically be sent to the bookkeeper and there is no need to contact the school. Visit the school's website and find the line titled **Pay Fees Online** or follow the instructions listed below.

- Go to [www.MySchoolFees.com](http://www.MySchoolFees.com) and login or set up an account (Register).
  - If this is a new account, you will need to fill in your First & Last Name, Address, City, State, Zip, Phone Number, Email and a Password.
- Use the drop down to select **Hillcrest Middle School**
- On the right-side type in the Student's ID (you can find this in the right corner of their fee sheet).
- Click **Add Student**. Use the drop down in the middle of the screen to select the student's name.
- On the left side fee categories will show:
  - Select **Optional Fees** to pay for the School Supply Kit.
- Once the fee has been added, click **Checkout**. Please verify fees are correct.
- Enter your credit card information and click **Pay Fees**.
- On the right side click **View and Print Receipt**. You will also be emailed a copy (the bookkeeper will be emailed as well).

Contact Mrs. Whitaker (School Bookkeeper) if you have any questions.

Just a reminder:  
**Schedule Pickup will be held on  
Monday, July 29 and Tuesday, July 30  
from 2 pm – 6 pm on both days.**