

# Universal School

1957 Genesee Street  
Buffalo, NY 14211  
(716) 597-0102

## New Enrollment Process

March 1, 2021

Asalamu alaykum,

We are pleased that you have chosen to enroll your child(ren) for the 2021-2022 school year and look forward to your child(ren) becoming a part of our school family. We have created additional methods to complete enrollment given the current situation. You can also find the forms directly on her school website under the admissions tab. Please complete the forms at your earliest convenience to begin the admission process. **We will not be allowing visitors to enter the building for tours at this time.**

### Financial Registration Forms Must be Completed First

All areas on the **Tuition Preference Form and Authorization Agreement form** must be completed, otherwise the forms will be considered incomplete and will not be accepted with a voided check attached.

If you choose to complete the Financial Forms electronically please follow the instructions below:

**\*Electronic Application Option Link- Copy and Paste in a New Web Browser**

[formswift.com/self-serve-recipient-builder?documentType=ct-bQbWM2Fy6G26TtwiifqTYGGOWqsY8YHJ](http://formswift.com/self-serve-recipient-builder?documentType=ct-bQbWM2Fy6G26TtwiifqTYGGOWqsY8YHJ)

**UNIVERSAL SCHOOL OF BUFFALO**  
Registration for Academic Year 2021-2022  
Tuition Payment Preference Form

This form is to be completed by the person to be billed for tuition & fees.  
Please fill this form separately for each child

*Office use only*  
Reg. paid    Y or N     
Date    /    /     
Amount             
Siblings           

**Instructions:** Please complete ALL appropriate areas, sign, and return with Registration payment. If billing is to be split between two parties, please photocopy or request a second copy of this form.

|   |   |                       |
|---|---|-----------------------|
| Student's Name _____                                |   |                       |
| (Last)  | (First)   | (MI)                  |
| Student's Grade for 2021-2022: <input type="text"/> | Number of children attending Universal School: <input type="text"/> |                       |
| Person responsible for payment of tuition _____     |   |                       |
| (Last)  | (First)   | (MI)                  |
| Address _____                                       | City _____  | State _____ Zip _____ |
| Primary Phone # _____                               | Email Address: _____  |                       |



AUTHORIZATION AGREEMENT FOR  
UNIVERSAL SCHOOL AUTOMATIC WITHDRAWAL

**PART I Member's Information**

*Only one ACH form is needed per family*

|                     |       |
|---------------------|-------|
| Full Name:          | _____ |
| Address:            | _____ |
| Email Address:      | _____ |
| Primary Telephone # | _____ |

**PART II Member's Bank Information**

***Only completed applications will secure the enrollment. A completed application Includes:***

1. Complete the Tuition Preference Form (one per child) and Authorization Agreement (per family).
2. Registration fee *paid* in full (**fees are non-refundable**). **Payments can be made on our website under the Admissions tab.**
- 3. Attached Voided Check**
3. Student Information Application through Gradelink Parent Portal.
4. All required documentation has been submitted and accepted.

You can also pay the registration and activity fees directly on the school website. Click on the how to apply web page under Admissions to find the "pay now" button.

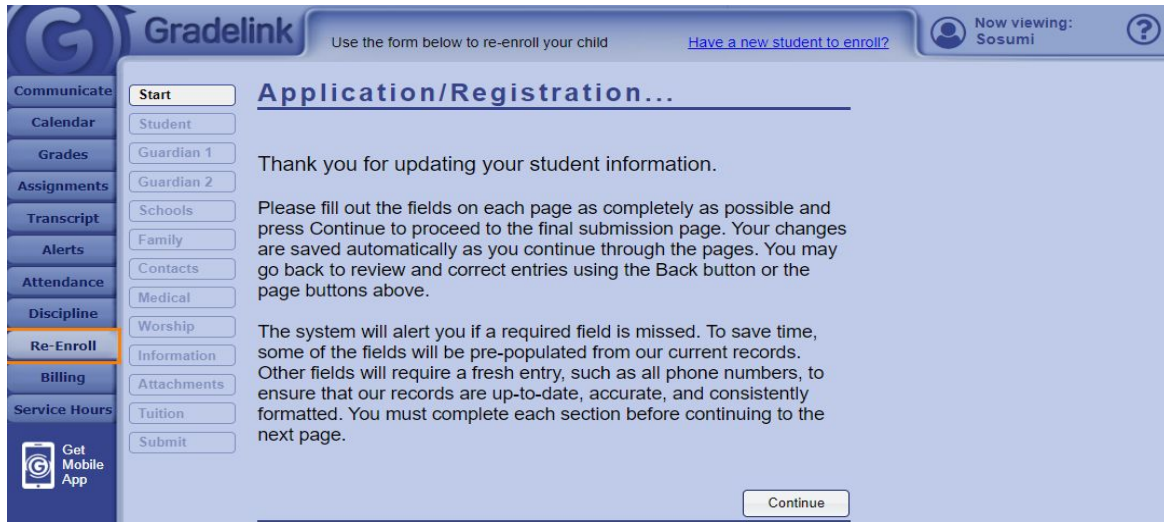
**We are encouraging all families to complete the steps online through our website [www.myuniversalschool.org](http://www.myuniversalschool.org)**

Once the Financial forms are completed you will need to complete the Registration application for your children through our parent portal at [www.gradelink.com](http://www.gradelink.com).

# **EnrollMe URL for New Families for Student Information Portal**

**<https://secure.gradelink.com/2013/enrollment>**

Please be prepared to provide the following information (a valid email address is required):



The screenshot shows the Gradelink web interface. At the top, it says "Use the form below to re-enroll your child" and "Have a new student to enroll?". The user is logged in as "Sosumi". A sidebar on the left contains navigation links: Communicate, Calendar, Grades, Assignments, Transcript, Alerts, Attendance, Discipline, Re-Enroll (highlighted), Billing, and Service Hours. Below the sidebar is a "Get Mobile App" button. The main content area is titled "Application/Registration..." and contains a "Start" button. Below the "Start" button are several sub-sections: Student, Guardian 1, Guardian 2, Schools, Family, Contacts, Medical, Worship, Information, Attachments, Tuition, and Submit. The text on the page reads: "Thank you for updating your student information. Please fill out the fields on each page as completely as possible and press Continue to proceed to the final submission page. Your changes are saved automatically as you continue through the pages. You may go back to review and correct entries using the Back button or the page buttons above. The system will alert you if a required field is missed. To save time, some of the fields will be pre-populated from our current records. Other fields will require a fresh entry, such as all phone numbers, to ensure that our records are up-to-date, accurate, and consistently formatted. You must complete each section before continuing to the next page." A "Continue" button is located at the bottom right of the page.

You also have the option to print and mail in any required documents to Universal School, 1957 Genesee Street, Buffalo NY 14211 or scan and email all forms to [admin@myuniversalschool.org](mailto:admin@myuniversalschool.org). Spots are limited, and are only available on a first-come, first-served basis.

**Families are required to complete an updated enrollment student informational through Gradelink to complete the application process for the upcoming school year and every year to secure your child's seat.** It is the parent's sole responsibility to register your child and update any emergency contact information, yearly physical and immunization records in your child's Gradelink portal and review the financial agreement terms. You will need to notify the school immediately of any changes concerning health, allergies, home address, and pick up authorizations.

After submitting your online registration your application will be pending. You will receive an email once your application has been approved. Please note upon review of the application, the office may contact you for missing documents to complete the registration.

If you have any questions, please contact administration by phone 716-597-0102 ext 103 or email at [admin@myuniversalschool.org](mailto:admin@myuniversalschool.org).