

# Universal School

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

## Re-enrollment Process

March 1, 2021

### Annual Re-enrollment

Families are required to complete an updated re-enrollment application 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.

### 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.

<b>UNIVERSAL SCHOOL OF BUFFALO</b> Registration for Academic Year 2021-2022 Tuition Payment Preference Form	<i>Office use only</i> Reg. paid <u>  </u> Y or N <u>  </u> Date <u>  </u> / <u>  </u> / <u>  </u> Amount <u>                  </u> Siblings <u>                  </u>
<b>This form is to be completed by the person to be billed for tuition &amp; fees.</b> <i>Please fill this form separately for each child</i>	
<b>Instructions:</b> 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: _____	



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### 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**).
- 3. Attached Voided Check**
3. Enter your login information - (If unknown request login information by emailing [admin@myuniversalschool.org](mailto:admin@myuniversalschool.org)).
4. Click on the Re-Enroll Tab and submit for the 2021-2022 school session.

## **Student Registration is an Online Registration**

Once the Financial forms are completed you will need to complete the re-enrollment application process by submitting the online enrollment application for your children through Gradelink.

Once you have successfully logged in, **please be sure to change your password to something secure and write it down so that you will remember it for security purposes.**

GO TO THE THE WEBSITE BELOW TO COMPLETE THE ONLINE APPLICATION

**WWW.GRADELINK.COM**

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

The screenshot shows the Gradelink website interface. At the top, there's a header with the Gradelink logo and navigation links. Below the header is a sidebar menu with various options. The main content area is titled 'Application/Registration...' and contains a message: '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.

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).