

# Universal Enrollment Checklist

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Please use this checklist to help prepare your enrollment documentation to complete your enrollment application

## Important First Step

Please submit a completed Financial Application Form with a voided check and the registration payment before you complete the online enrollment application at <https://secure.gradelink.com/2013/enrollment>.

- Submit Financial Application with voided check and registration payment (**\*Please note Fees are Non-Refundable**).

## Enrollment Documents

The following enrollment documents will be required to approve your child's enrollment and can be found online at [www.myuniversalschool.org](http://www.myuniversalschool.org) under the Admissions tab.

- Student Record Request Form\*
- Home Language Form\*
- Student Release Form\*
- Bus Application Form\*

Please prepare to submit the following enrollment documents with you:

- Copy of Birth Certificate
- Copy of current immunization records
- Proof of residency (any current home utility bill or your lease agreement, but please no cell phone bills)
- Report Card/transcript
- Copy of NYS Health Physical

You may mail/drop-off the forms in our mailbox at 1957 Genesee Street, Buffalo, NY 14211 or scan and e-mail them to [admin@myuniversalschool.org](mailto:admin@myuniversalschool.org). (Submit forms only after completing the Financial Contract, please refer to our website).

Spots are very limited and are only available on a first-served basis. If you have any questions about completing your enrollment for your child(ren), please do not hesitate to contact the school directly at 716-597-0102 ext 103.