



We are pleased that you have chosen to enroll in Universal School for the current school year. Instructions on how to create your family Gradelink Account and enroll your child(ren) in the school are listed below. If you have any questions, please contact admissions@myuniversalschool.org

Step 1:

1. Click on the following link <https://secure.gradelink.com/2013/enrollment>
2. Enter your email address and create a password. (Note: write down your email and password on a note so that you can easily access GradeLink)

Universal School

Complete Enrollment | Create Account | Password Reset

Welcome to the online enrollment site for Universal School

If this is your first time here, you will need to register using your email address

Email Address


Password

Confirm Password

Is this a Public Computer? Yes No

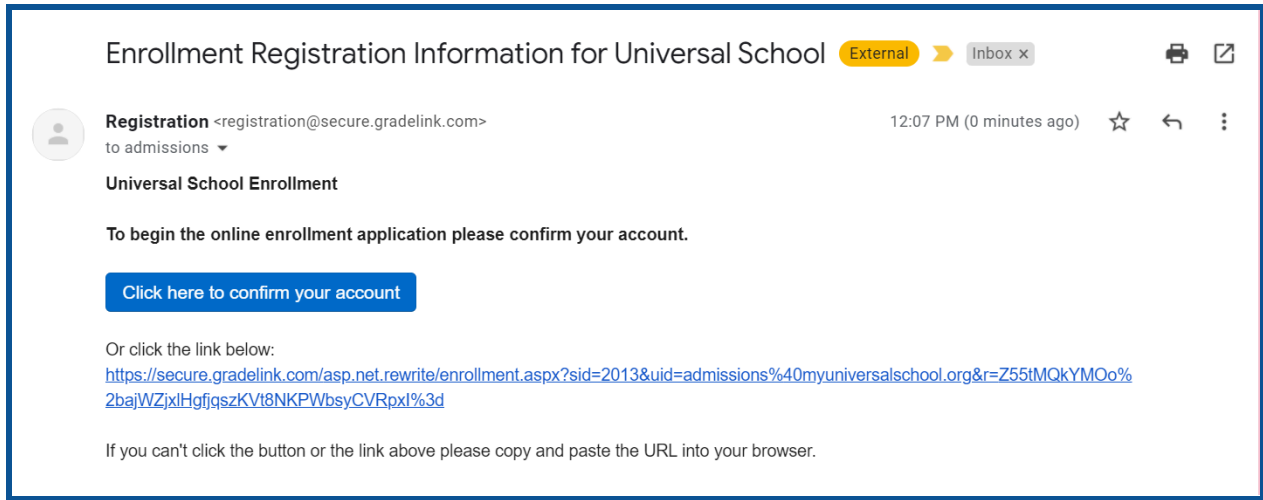
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Step 2:

1. Sign in to your email and check for a confirmation email from Registration. If you did not receive an email, please refresh the page or make sure you have entered the correct email address on Gradelink
2. Click on the blue box that says “Click here to confirm your account”



Step 3:

1. Once you have clicked the blue box you will be directed back to GradeLink
2. Enter the password you have previously created and click “Continue”

Universal School

A web page titled 'Confirm Account' with a blue header. The main content area has a light blue background and contains the text 'Please enter your password to establish your account'. Below this is a 'Password' label followed by a white input field with black dots. A 'Continue' button is centered below the input field. At the bottom, there is a question 'Is this a Public Computer?' with 'Yes' and 'No' buttons. The footer includes links for 'Terms of Service', 'Privacy', 'Contact', and 'Home', along with a copyright notice for GradeLink Corp. and a logo.

Step 4:

1. Once you have confirmed your registration, you will be directed to the “Complete Enrollment” tab
2. Enter your email address and password
3. Click “Login”

Universal School

Complete Enrollment | **Password Reset**

If your account has been created, you can login here to start new student applications

Or you can continue a previously started application

School Universal School

Email Address admissions@myuniversalschool.org


Password Show Pass

Login

Is this a Public Computer? **Yes** **No**

[Terms of Service](#) | [Privacy](#) | [Contact](#) | [Home](#)

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Step 5:

1. Click on continue to get to the Student tab (on the left-hand side)
2. Enter all necessary information
 - a. If your child does not have a cellphone or email, select “none”
 - b. If your child does not have a nickname, leave it blank
 - c. Select your child’s ethnicity or check off “decline response”
 - d. Enter your child’s mailing address
3. Click on Continue

Student 1 | **Add Student**

Start

Student

Parent 1

Parent 2

Schools

Family

Contacts

Medical

Attachments

Submit

Student

First / Given Name	Middle	Last / Family Name	Suffix
Universal		Admissions	▼
Birth Date	Sex	Entering Grade/Program	Primary Tel/Cell
9/1/2021	Female ▼	Kindergarten	(123) 456-7890
Student Cell Phone	Email or <input checked="" type="checkbox"/> none	Student Nickname	
Who recommended us?			
N/A			
Ethnicity: (Select all that apply - one is required) <input type="checkbox"/> Decline responses			
<input checked="" type="checkbox"/> Hispanic or Latino <input checked="" type="checkbox"/> Filipino <input checked="" type="checkbox"/> Middle Eastern/Semitic			
<input checked="" type="checkbox"/> American Indian or Alaska Native <input checked="" type="checkbox"/> Black or African American			
<input checked="" type="checkbox"/> Native Hawaiian or Other Pacific Islander <input checked="" type="checkbox"/> Asian <input checked="" type="checkbox"/> White			
Mailing / Home Address			
Address 1957 Genesee Street			
City	Buffalo	State / Province	New York

Back | Continue

Step 6:

1. Enter all necessary information
 - a. If Mother/Guardian does not have a cellphone or work phone or email, select “**none**”
 - b. If Mother/Guardian 1 is unemployed, write “N/A” and select “**none**” for the employer
 - c. Select education level and check off the communication
2. Click “Continue”

Student 1 Add Student

Start Student Parent 1 (selected) Parent 2 Schools Family Contacts Medical Attachments Submit

Parent 1 - Mother / Guardian

Check here if Mother / Guardian not applicable (e.g. single parent)

First Name Middle Last Name Suffix
ABC DEF

Primary Tel/Cell * Cell or none Work or none
(123) 456-7890 (987) 654-3210

Email or none Occupation
abcdef@gmail.com N/A

Employer or none Employer Address

Educational Level Mother / Guardian Communication
4. Some colleç Receives Bills, Receives Mail, Student lives with this parent

Mailing / Home Address (if different from student home)
Address
City State / Province
Postal Country /

* Primary Phone field is required.
Please reenter if same as student or cell.

Back Continue

3. Repeat steps for Father/Parent 2 and click “Continue”

Student 1 Add Student

Start Student Parent 1 Parent 2 (selected) Schools Family Contacts Medical Attachments Submit

Parent 2 - Father / Guardian

Check here if Father / Guardian not applicable (e.g. single parent)

First Name Middle Last Name Suffix
XYZ TUVW

Primary Tel/Cell * Cell or none Work or none Extension
(123) 456-7890 (101) 202-3030 (716) 555-5555 x 555

Email or none Occupation
father@gmail.com Teacher

Employer or none Employer Address
1957 Genesee St. Buffalo NY 1

Educational Level Father / Guardian Communication
7. Masters De Receives Bills, Receives Mail, Student lives with this parent

Mailing / Home Address (if different from student home)
Address
City State / Province
Postal Country /

* Primary Phone field is required.
Please reenter if same as student or cell.

Back Continue

Step 7:

1. Enter all necessary information
 - a. Answer the first two questions
 - b. If you do not know the name of the Principal or Teacher from your child's previous school, enter "N/A"
 - c. List any schools your child has attended before and the contact information
 - d. Answer the last 7 questions. If you answer yes to any of the questions, please explain/describe them in detail. Click on "Continue"

Student 1 Add Student

Start Student Parent 1 Parent 2 Schools Family Contacts Medical Attachments Submit

Prior Schools

Is this the first time the applicant has attended any school including homeschool? Yes No

Have you requested that a current transcript be sent to our school? Yes No

Principal(s) at last school Teacher contact(s) at last school
Please write N/A if you don't know Please write N/A if you don't know

Name of Prior School	Address (City, State)	Phone	Grade(s)/Year(s)
P.S. 01	101 School Road (Bur	(000) 000-0000	1,2,3,4

Has the applicant ever been suspended? Yes No

Has the applicant ever been expelled? Yes No

Has the applicant had any encounters with law enforcement or juvenile authorities? Yes No

Has the applicant received testing/counseling by a psychologist, psychiatrist, or family counselor? Yes No

Back Continue

Student 1 Add Student

Start Student Parent 1 Parent 2 Schools Family Contacts Medical Attachments Submit

Prior Schools

Has the applicant ever been expelled? Yes No

Has the applicant had any encounters with law enforcement or juvenile authorities? Yes No

Has the applicant received testing/counseling by a psychologist, psychiatrist, or family counselor? Yes No

Has the applicant ever been diagnosed or in a program for a learning disability? Yes No

Has the applicant ever been in a bilingual, ESL or LEP program? Yes No

If so, please explain or describe:

Has the applicant ever been in IEP (Individualized Education Plan) with or without ARD (Admission, Review, and Dismissal)? Yes No

Back Continue

Step 8:

1. Select all the people that reside with the student and answer the following question by selecting “Yes” or “No”
2. If the student has any siblings in grades K-12 that are not enrolled in Universal School, please list their first and last name, date of birth, grade, and the school they currently attend
3. Click “Continue”

Student 1 Add Student

Start

Student

Parent 1

Parent 2

Schools

Family

Contacts

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Attachments

Submit

Family Information

Student lives with (check all that apply)...

Father Mother Stepfather Stepmother Guardian1 Guardian2

Other Siblings

Are parents divorced? Yes No

Siblings who are not enrolling here for this year:

First Name and Last (if not same)	Birth Date	Grade	School	
Sibling	One	9/11/2014	2	Different School

Please specify incoming grade levels for Session (2021-2022)

Back Continue

Step 9:

1. List anyone who is authorized to pick up your child from school in case of an emergency
 - a. Fill in their first and last name, relationship to the student, phone number, address, and check off their authorization.
2. If you have any family members whose child also attends Universal School and you authorize your child to be released to them, please select “Yes.”
3. Click “Continue”

Student 1 Add Student

Authorized Contacts

If a need arises for my child to be picked up from school and I cannot be reached, I authorize school personnel to call any of the following persons to pick up my child.

First Name	Last Name	Relationship	Phone(s)	Authorizations
Older	Sibling	Sister	(909) 808-7070	Emergency contact, OK to pick up
<i>Full Address:</i> 000 House St. Buffalo, NY 140				
Aunt Name	Aunt Name	Aunt	(999) 999-9999	Emergency contact, OK to pick up
<i>Full Address:</i> 888 Apartment St. Buffalo, NY				
<i>Full Address:</i>				
<i>Full Address:</i>				

Or may we release your child to any school family member?

Back Continue

Step 10:

1. Fill in your child's doctor's first and last name. If you do not know the doctor's name type in "N/A" or write the name of the doctor's office
2. Type in the address and phone number of the doctor's office
3. If you do not have your child's dentist's information type in "N/A"
4. Enter your child's insurance company
5. Insurance policy # may be left blank
6. Enter the preferred hospital your child may be taken to if needed
7. Select "Yes" or "No" to authorize the school to give your child Tylenol if needed
 - a. If yes, select the preferred strength of the Tylenol
8. Select "Yes" or "No" to notify the school of any allergies
 - a. If yes, list all the allergies your child has
9. Select "Yes" or "No" to notify the school of any daily medications your child takes
 - a. If yes, list all the medications your child takes
10. Click "Continue"

Student 1 Add Student

Start
Student
Parent 1
Parent 2
Schools
Family
Contacts
Medical
Attachments
Submit

Medical Information

In case of emergency when parents or authorized persons cannot be contacted, I hereby grant permission to the school personnel to secure care for my child from the doctor below, or if that doctor is unavailable, from a local medical center.

Medical Contacts

Contact	First Name	Last Name	Address and Phone
Doctor:	Doctor's Name	Doctor's Name	000 Doctor's Office, Buffalo, N (038) 583-4739
Dentist:	N/A	N/A	N/A

Insurance Company: Independent Health or none
 Insurance Policy #:
 Hospital Preference: ECMC or none
 My child may be given Tylenol: Yes No
If yes, indicate preferred strength: Children's Junior Adult
 Does child have any allergies: Yes No
 Does your child regularly take medications? Yes No

Back Continue

Step 11:

1. If you do not wish to attach any files or documents, select “Continue”

Student 1 Add Student

Start
Student
Parent 1
Parent 2
Schools
Family
Contacts
Medical
Attachments
Submit

File Attachments

Enrollment Files

No Graphics or Files Found

Upload File Total: 0.0 MBs

Back Continue

Step 12:

1. Enter your initials in the white box
2. “Select Submit”

Student 1 Add Student

Start
Student
Parent 1
Parent 2
Schools
Family
Contacts
Medical
Attachments
Submit

Submit

If all pages have been completed then please enter your initials and proceed to send this enrollment form using the Submit button below.

Feel free to double check the prior pages and to make any corrections before pressing Submit from this page.

Initial here when you are ready to submit your enrollment:

Back Submit

You have now completed the GradeLink new enrollment application. Thank you for your time and cooperation.