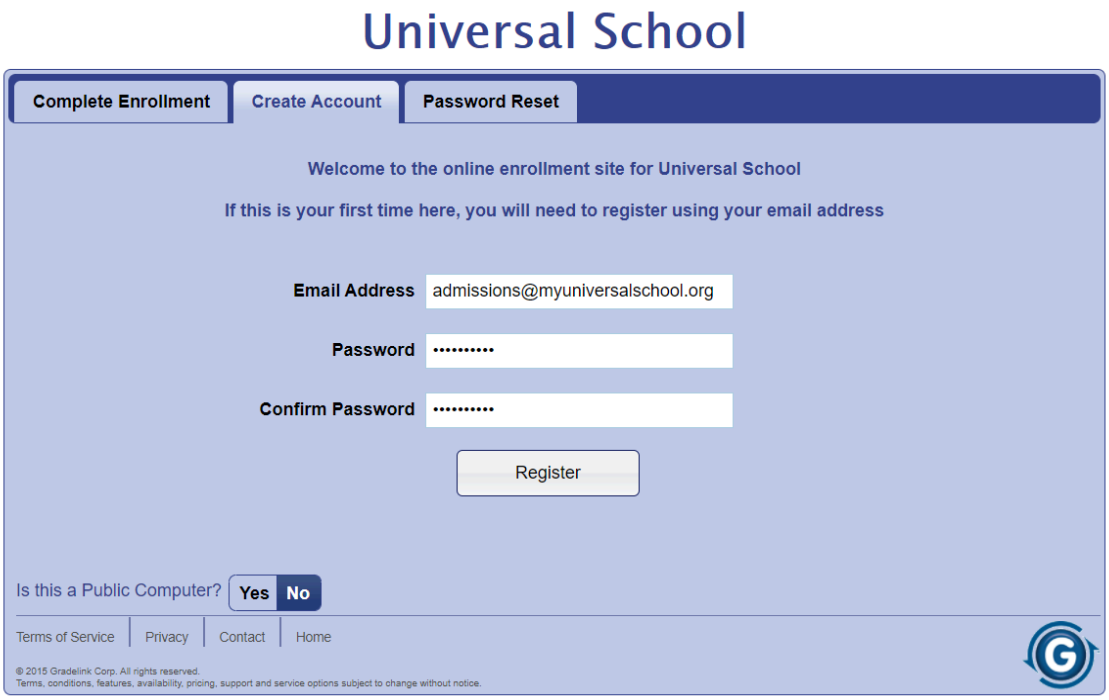
In Pursuit of Spiritual & Academic Excellence

UNIVERSAL SCHOOL

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

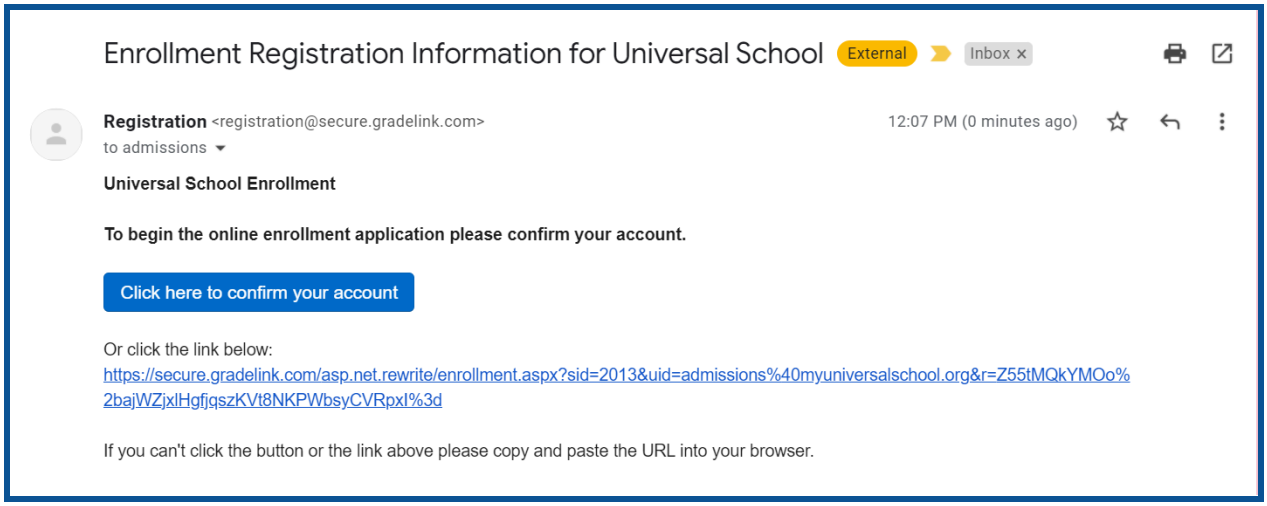
Step 1:

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)



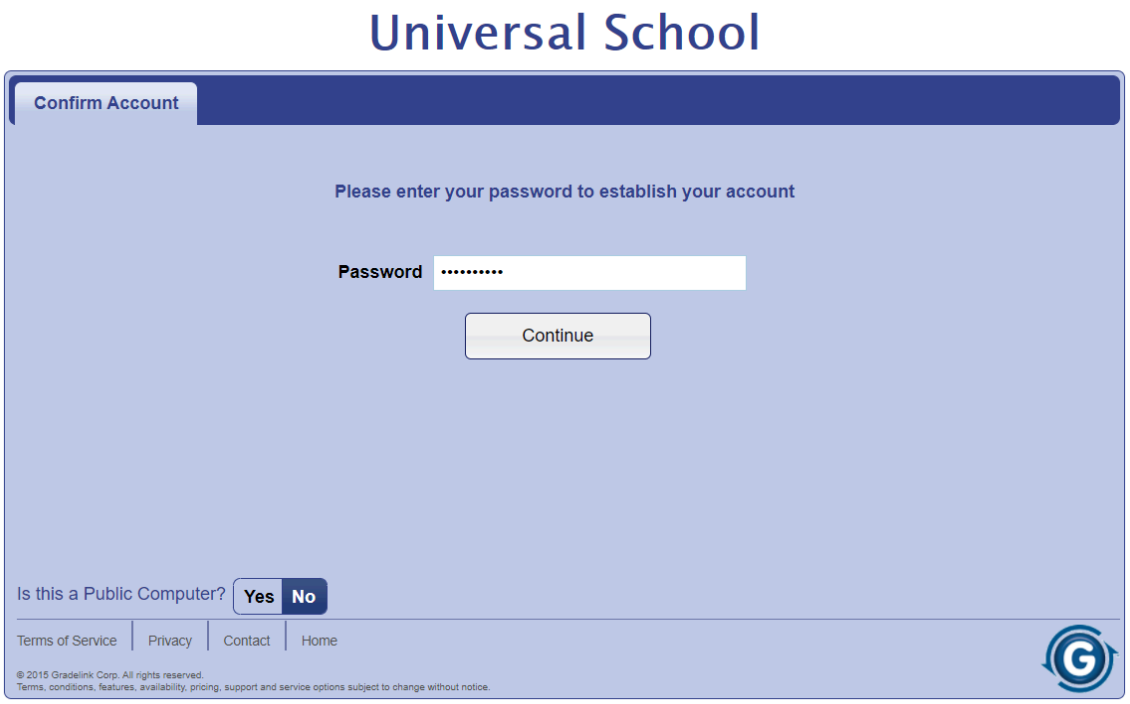
Step 2:

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:

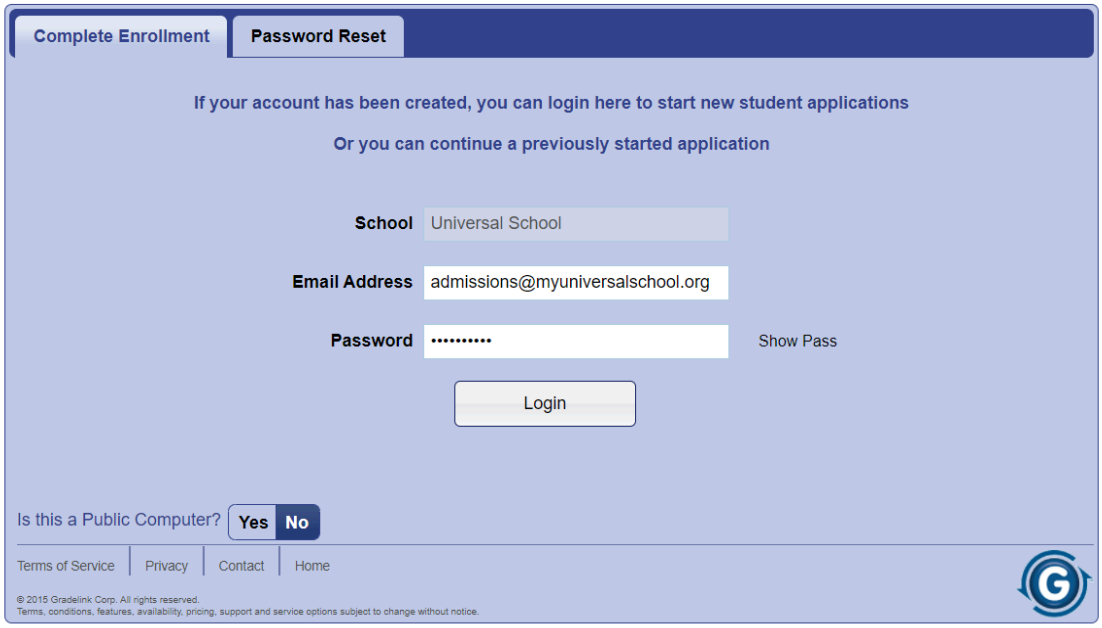
1. Once you have clicked the blue box you will be directed back to GradeLink
2. Enter the password you have previously created and click “Continue”



Step 4:

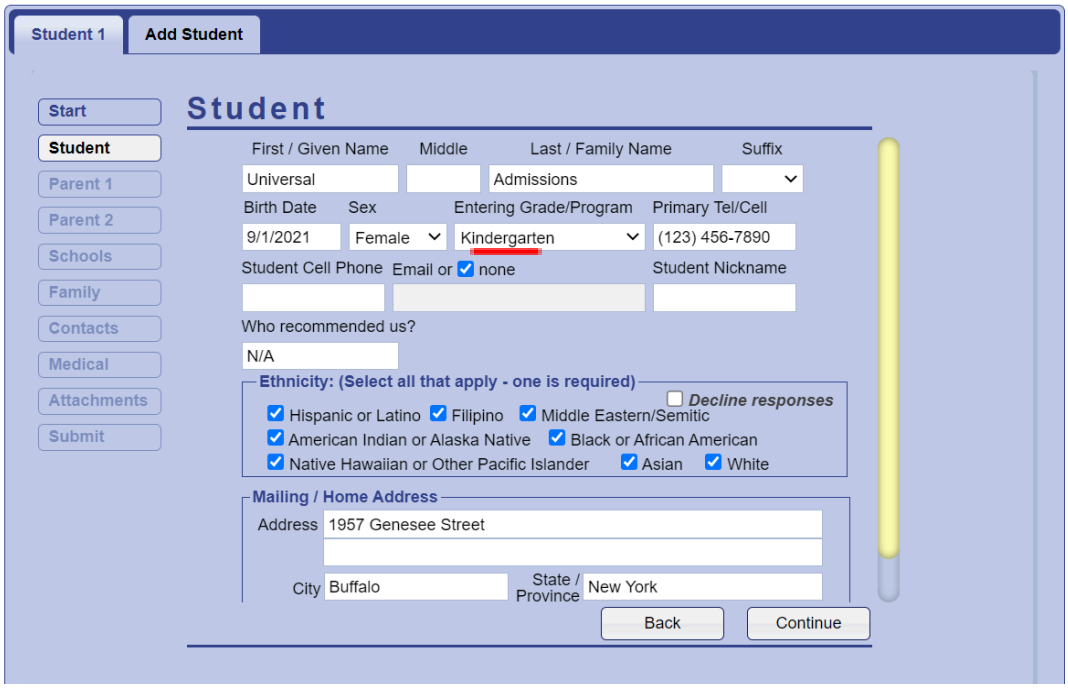
1. Once you have confirmed your registration, you will be directed to the “Complete Enrollment” tab
2. Enter your email address and password
3. Click “Login"

Universal School



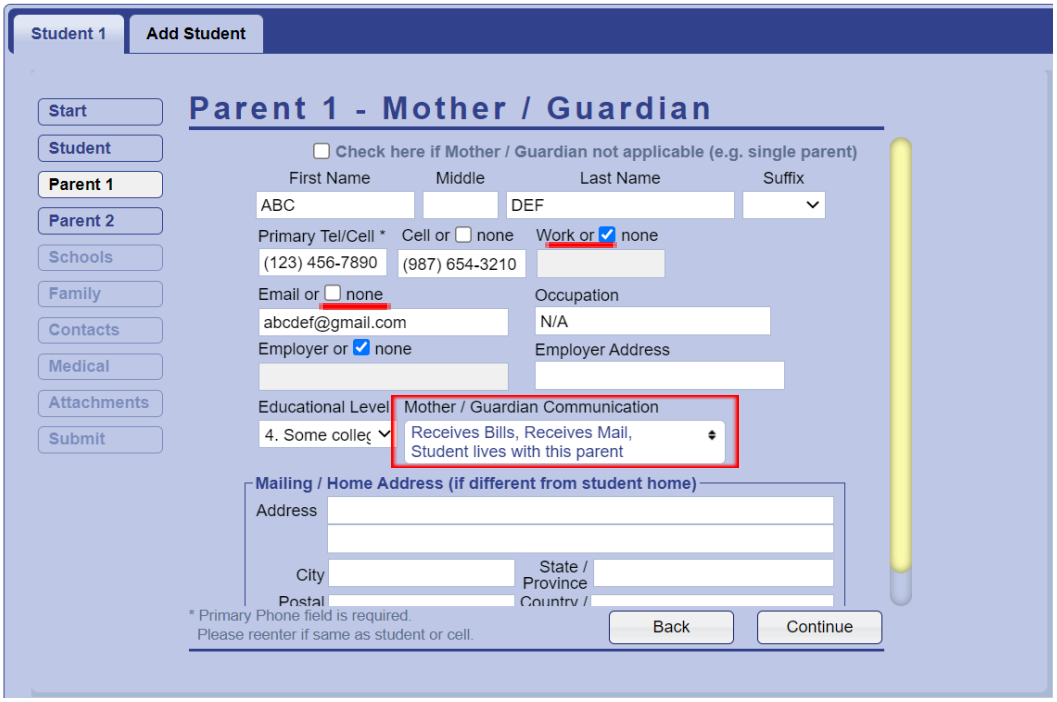
Step 5:

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

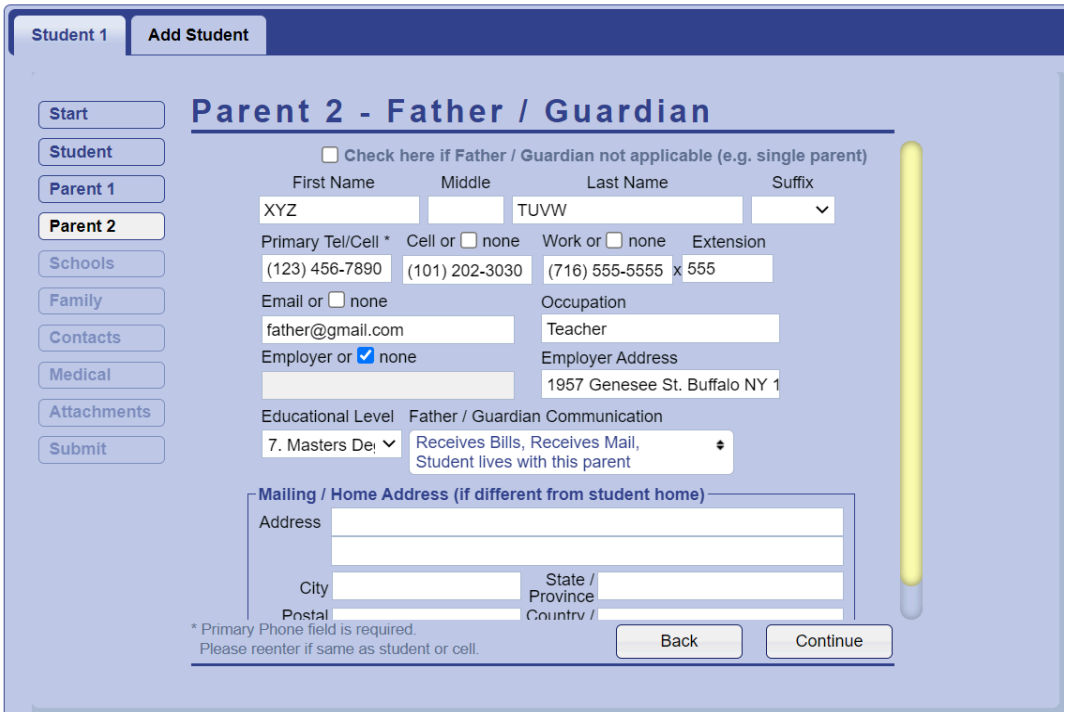


Step 6:

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"

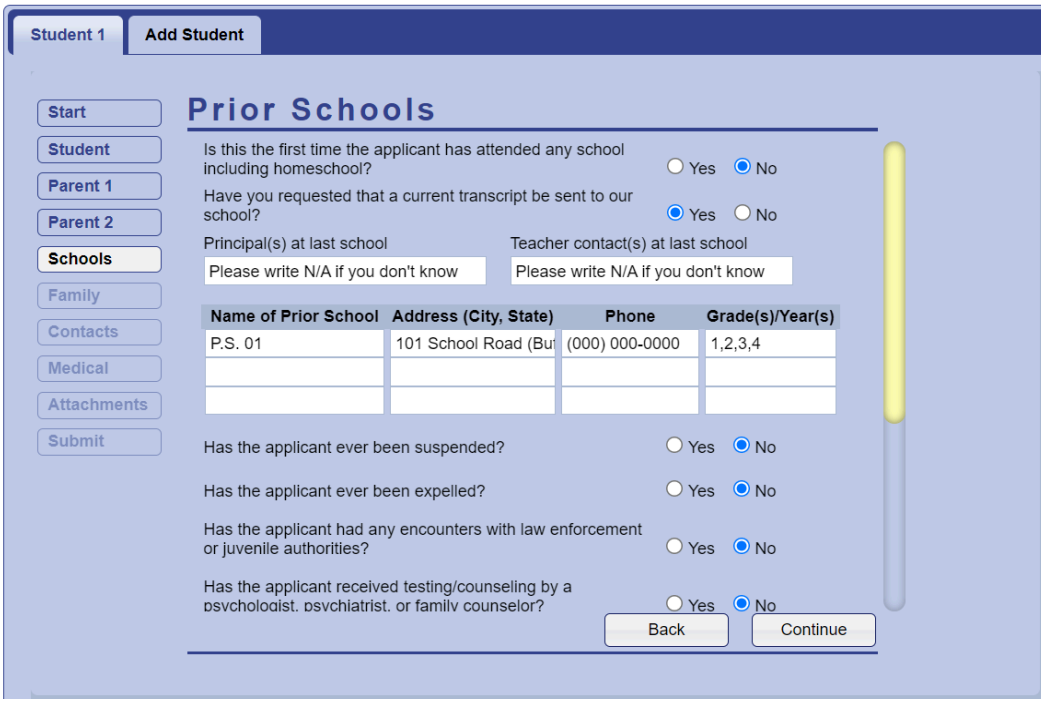


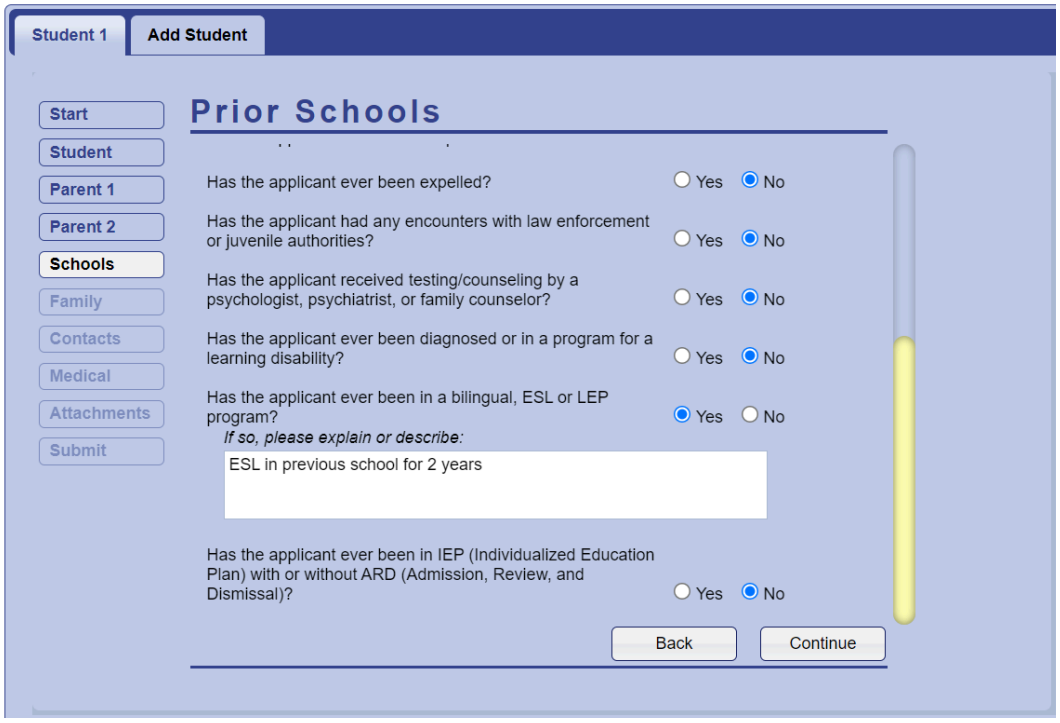
3. Repeat steps for Father/Parent 2 and click "Continue"



Step 7:

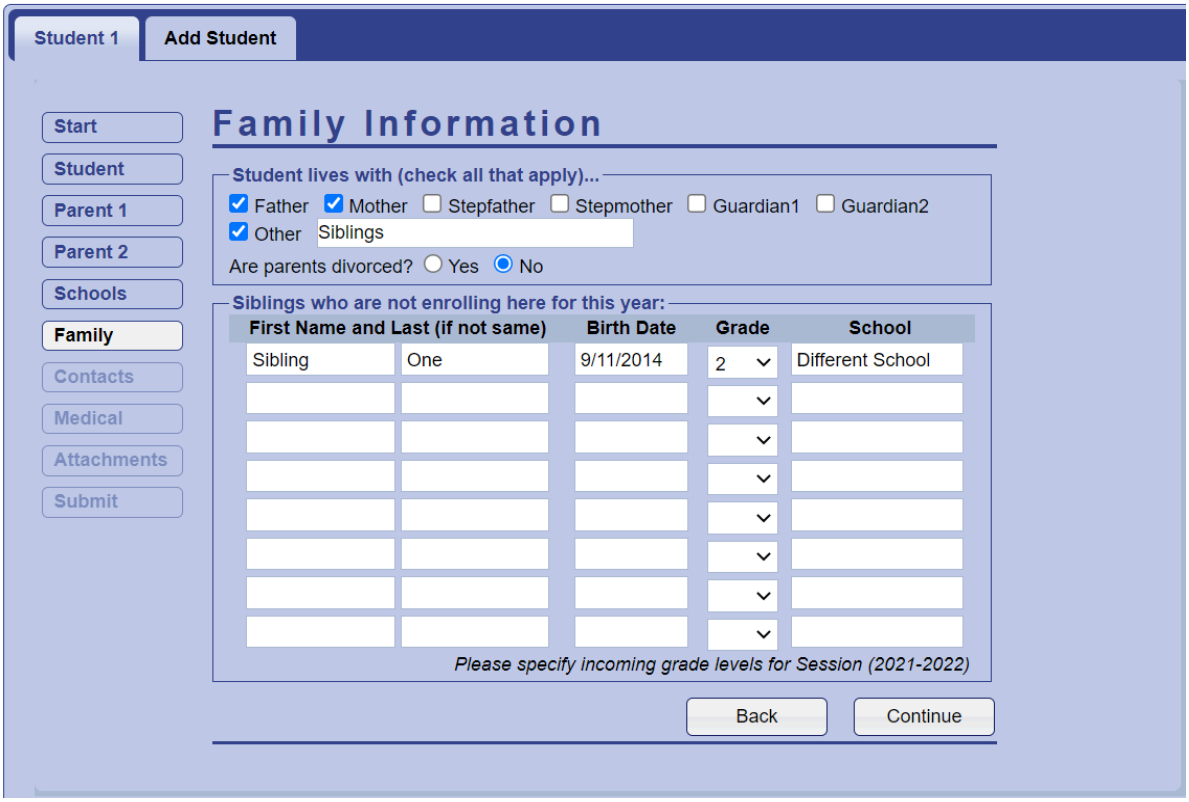
1. Enter all necessary information
    a. Answer the first two questions
    b. If you do not know the name of the Principal or Teacher from your child's previous school, enter "**N/A**"
    c. List any schools your child has attended before and the contact information
    d. Answer the last 7 questions.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





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”

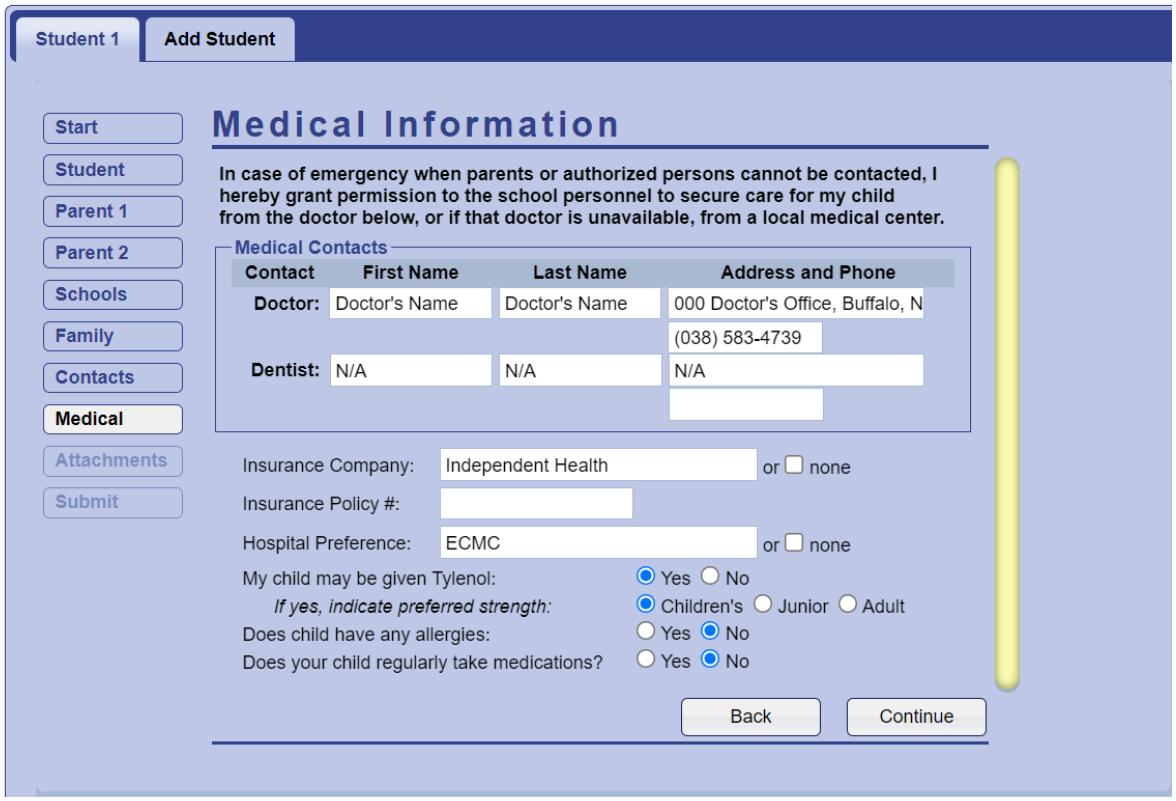


Step 9:

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”

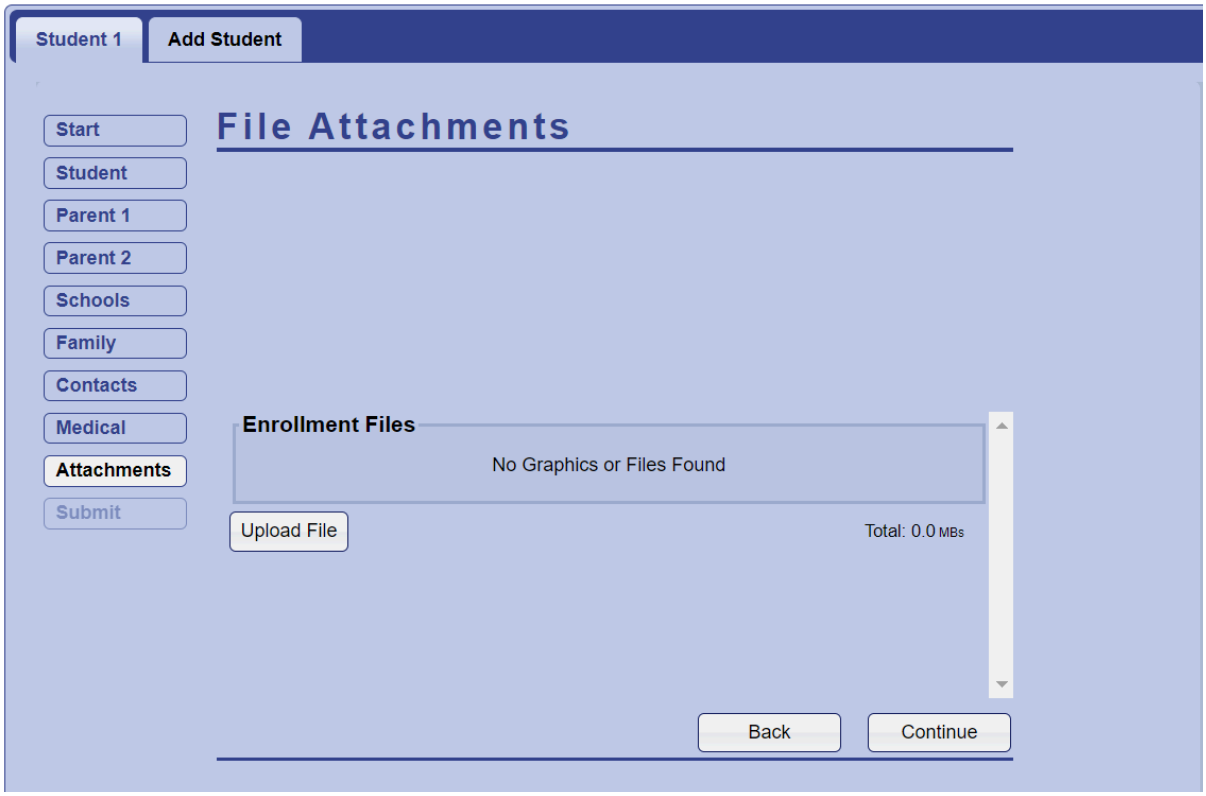
Step 10:

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"



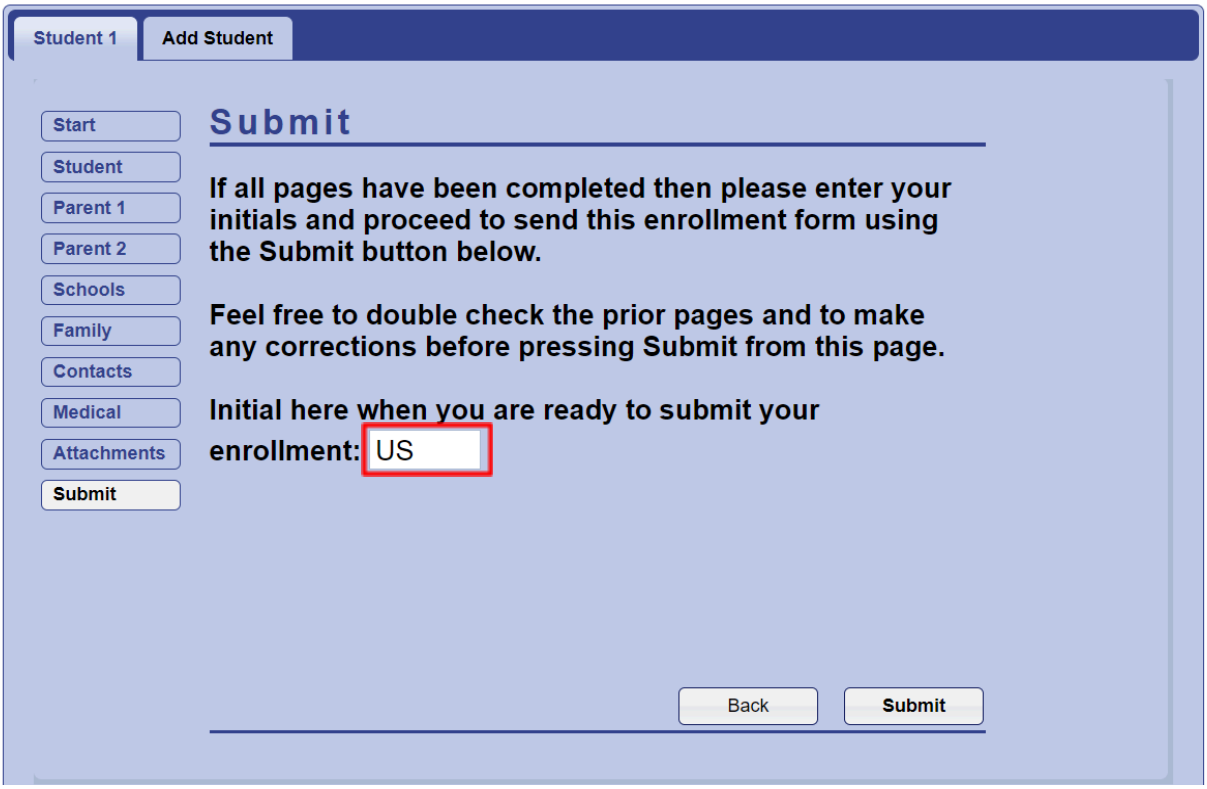
Step 11:

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



Step 12:

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



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