

## 2023-24 NEW STUDENT ENROLLMENT INSTRUCTIONS

### ○ LOGIN TO THE PARENT PORTAL:

- Go to [www.undercroft.org](http://www.undercroft.org) > QuickLinks > Parent Portal
- Type in your email, note this is case sensitive (This will be the email from your child's application)
- At the bottom right, select Create New Account
- Follow the steps in setting up your secure password and security question
- You should then be able to login!

### 1. **UPDATE PARENT AND STUDENT INFORMATION:** *Student Information is maintained online this year through the Parent Portal. Please review/update your information and your student's information.*

- To update parent information, select "**Profile.**" Update all applicable fields. Select "**Submit, OK, Back**"
- To update student information, select **your child's name**, then select "**Profile.**" Update all applicable fields. **This must be completed for each child; each child has a separate record. \*Please complete the Ethnicity and Diversity fields for each child.** We celebrate and honor diversity and are working to increase ethnic diversity in our school community. Gathering information about enrolled students' ethnic backgrounds will help us measure our progress toward this goal.

### 2. **FILL, SIGN & UPLOAD 2023-24 NEW STUDENT TUITION CONTRACT:**

- Go to "**Documents to View.**" Select "**2023-24 New Student Tuition Contract, View, Download**" and read/complete all required fields. Save your contract document file to your device for your records.
- From the Parent Portal main page, select **your child's name**, then select "**Profile.**" Scroll to "**Document Uploads**" and upload your child's contract. **This must be completed for each child.**
- If you are a joint custody or sole custody household, proof of custody/guardianship paperwork is required (Court-filed papers only). Upload your court-filed papers in "**Document Uploads.**"
- **Joint Custody Households and/or Person(s) financially responsible (if other than legal parent/guardian) are also required to login separately with their credentials and sign and upload the student's contract.**

### 3. **FILL, SIGN & UPLOAD 2023-24 ACH FORM:**

- Go to "**Documents to View.**" Select "**2023-24 Authorization Agreement for Pre-Arranged Payments (ACH Debits), View, Download**" and read/complete all fields. Save your document file to your device for your records.
- From the Parent Portal main page, select **your child's name**, then select "**Profile.**" Scroll to "**Document Uploads**" and upload your ACH form. **This must be completed for each child. (An ACH form is required for all families).**

### 4. **UPLOAD BIRTH CERTIFICATE (Proof of Guardianship):**

- From the Parent Portal main page, select **your child's name**, then select "**Profile.**" Scroll to "**Document Uploads**" and upload your child's birth certificate. **This must be completed for each child.**

### 5. **UPLOAD IMMUNIZATION RECORDS/WAIVER:** *Please make sure immunizations are current. Details regarding our requirements may be found in the "2023-24 Immunization Request Letter" located in the Parent Portal under "Documents to View." Certificate of Exemption Forms may also be found under "Documents to View."*

- From the Parent Portal main page, select **your child's name**, then select "**Profile.**" Scroll to "**Document Uploads**" and upload your child's immunization records or waiver. **This must be completed for each child.**

### 6. **FILL, SIGN, & UPLOAD ADDITIONAL DOCUMENTS (if applicable):** *If your child has food allergies or requires medication during the school day, please also download, complete, and upload the "Medication Form and/or Food Allergy & Anaphylaxis Emergency Care Plan" located in the Parent Portal under "Documents to View."*

- Go to "**Documents to View.**" Select applicable form and read/complete all fields. Save your document file to your device for your records.
- From the Parent Portal main page, select **your child's name**, then select "**Profile.**" Scroll to "**Document Uploads**" and upload your child's "**2023-24 Medication Form**" or "**Food Allergy & Anaphylaxis Emergency Care Plan.**"

### ○ PAY NON-REFUNDABLE SUPPLY FEE: We accept check, cash, and credit card payments. Checks may be made payable to UMS, and cash may be brought to the Main Office. **To pay online by credit card, please submit your child's non-refundable supply fee on our website for [MIDDLE SCHOOL HERE](#) and for [ALL OTHER LEVELS HERE](#).** Note that with all credit card payments, there is a 4% convenience fee associated with the transaction. **A supply fee must be submitted for each child.**

**Questions?** Email [Jamie.Gartside@Undercroft.org](mailto:Jamie.Gartside@Undercroft.org) or Call (918) 622-2890 (Office hours Monday - Friday, 8:00 a.m. – 4:00 p.m.)