

## 2023 ONLINE SUMMER SCHOOL ENROLLMENT INSTRUCTIONS

Enrollment Deadline March 31, 2023

### ○ LOGIN TO THE PARENT PORTAL:

- Go to [www.undercroft.org](http://www.undercroft.org) > QuickLinks > Parent Portal
- Type in your email, (This will be the email you have on file with us)
- At the bottom right, select Create New Account (if you haven't previously logged in to the portal)
- 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 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 SUMMER SCHOOL CONTRACT:**

- Go to **"Documents to View."** Select **"2023 Summer School Contract, View, Download"** and read/complete all required fields. Save your contract document file to your device so you may upload it in the next step.
- From the Parent Portal main page, select **your child's name**, then select **"Profile."** Scroll to **"Document Uploads"** and select **"Choose File"** to upload your child's contract. **This must be completed for each child.**
- **Joint Custody Households and/or Person(s) financially responsible (if other than legal parent/guardian) are also required to login separately with their credentials to sign and upload the student's contract.**

- 3. 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 so you may upload it in the next step.
  - From the Parent Portal main page, select **your child's name**, then select **"Profile."** Scroll to **"Document Uploads"** and select **"Choose File"** to upload your child's **"2023-24 Medication Form"** or **"Food Allergy & Anaphylaxis Emergency Care Plan."**

- **PAY NON-REFUNDABLE DEPOSIT:** 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 deposit on our website for [SUMMER SCHOOL HERE](#).** Note that with all credit card payments, there is a 4% convenience fee incurred. **A deposit must be submitted for each child.**

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