

## 2022-23 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.**

### 2. **FILL, SIGN & UPLOAD 2022-23 NEW STUDENT TUITION CONTRACT:**

- Go to "**Documents to View.**" Select "**2022-23 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 2022-23 ACH FORM:**

- Go to "**Documents to View.**" Select "**2022-23 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. WHThis must be completed**

**each child.**

### 5. **UPLOAD IMMUNIZATION RECORDS/WAIVER:** *Please make sure immunizations are current. Details regarding our requirements may be found in the "2022-23 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 and COVID-19 vaccination card (if applicable). **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 "**2022-23 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.**