

Registration Instructions for GIS

- 1) Click the **Enroll Now** button in the top right-hand corner
- 2) Please create an account

Complete Enrollment | Create Account | Password Reset

Welcome to the online enrollment site for Universal School of Plainfield
If this is your first time here, you will need to register using your email address

Email Address

Password

Confirm Password

Register

Is this a Public Computer? Yes No

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- 3) You will then receive an email that will ask you to complete enrollment.
- 4) Please have the following documents ready to upload:
 - Parent's Driver's License
 - Student's Birth certificate
 - Student's recent Report Card
 - Students' Immunization Records
- 5) Click on each tab to the left and fill in, then press continue

Start

Student

Parent 1

Parent 2

Schools

Family

Contacts

Medical

Information

Attachments

Tuition

Submit

- 6) There is a \$150 registration fee, which can be paid by credit card or ACH
- 7) Then click the submit button, and your enrollment will be processed

If you encounter any issues, please email info@thegis.org