

# Gradelink Re-Enroll Instructions

1. Go to [www.gradelink.com](http://www.gradelink.com) and login using your user ID and password. (If you need this information please email Mrs. Cissell). BCA's School ID is 939.



**Gradelink**

Parents/Students: [Download app](#)

School ID:  Bluegrass Christian Academy

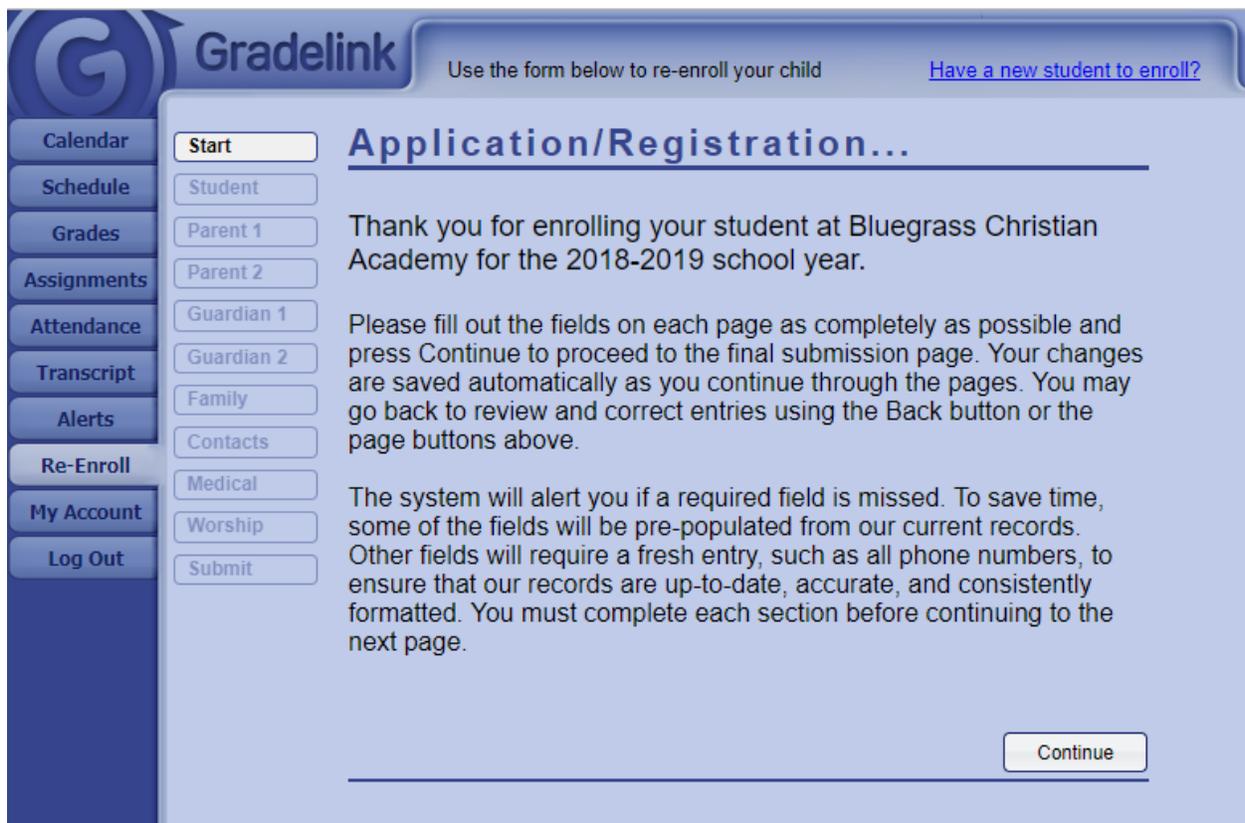
Username:   Remember me on this device

Password:

[LOGIN](#)

[Terms of Service](#) • [Privacy Policy](#) • [Contact](#) • [Gradelink Homepage](#)

2. Click the “Re-Enroll” Tab on the left side of the home screen.  
(This will be activated March 1st)



**Gradelink** Use the form below to re-enroll your child [Have a new student to enroll?](#)

**Application/Registration...**

Thank you for enrolling your student at Bluegrass Christian Academy for the 2018-2019 school year.

Please fill out the fields on each page as completely as possible and press Continue to proceed to the final submission page. Your changes are saved automatically as you continue through the pages. You may go back to review and correct entries using the Back button or the page buttons above.

The system will alert you if a required field is missed. To save time, some of the fields will be pre-populated from our current records. Other fields will require a fresh entry, such as all phone numbers, to ensure that our records are up-to-date, accurate, and consistently formatted. You must complete each section before continuing to the next page.

[Continue](#)

3. Complete the information requested for your child. Some of your information will automatically be displayed, and some information you will need to input. Fields marked in red are “required” fields, meaning that you will not be able to move forward without providing this information.

Gradelink Use the form below to re-enroll your child [Have a new student to enroll?](#)

Calendar Student Parent 1 Parent 2 Family Contacts Medical Information Submit

English Español

**Student**

|                        |              |                        |                  |
|------------------------|--------------|------------------------|------------------|
| First / Given Name     | Middle       | Last / Family Name     | Suffix           |
| Jane                   |              | Doe                    |                  |
| Birth Date             | Sex          | Entering Grade/Program | Primary Tel/Cell |
| 7/31/2011              | Female       |                        |                  |
| Student SSN            |              |                        |                  |
| Mailing / Home Address |              |                        |                  |
| Addr. 321 Doe Way      |              |                        |                  |
| City                   | Fayetteville | State                  | Arkansas         |
| Zip                    |              |                        |                  |

Back Continue

4. Be sure to “Submit” the form once you have completed the information across all pages.

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Calendar Student Parent 1 Parent 2 Family Contacts Medical Information Submit

English Español

**Submit**

If all pages have been completed then please enter your initials and proceed to send this enrollment form using the Submit button below.

Feel free to double check the prior pages and to make any corrections before pressing Submit from this page.

Initial here when you are ready to submit your enrollment: MRD

Back Submit

Now viewing: Jane John Log Out

5. If you have more than one student that you need to re-enroll, you can switch students by using the drop-down box at the top right.

For questions or help, please call Mrs. Cissell (502) 348-3900.