**IEP/504 PLAN SUBMISSION**

If your child has an IEP or 504 Plan, please submit a copy during the registration process. While the Museum cannot necessarily make all accommodations made by schools, sharing your child's IEP or 504 Plan allows our staff to be aware of your camper's needs and provide them with the best possible experience.

You can submit plans here. In order to submit your camper’s forms, please follow these steps:

1. Login to your UltraCamp account [HERE](https://www.ultracamp.com/clientlogin.aspx?idCamp=518&campCode=mls)
2. Click the Icon

   Description automatically generated button in the top left Menu bar
3. Find and click the “Document Center” option
4. Select A picture containing logo

   Description automatically generated
5. Select IEP/504 plan
6. Select the individual you are uploading the form for.
7. Under the Upload section, select  and select your camper’s form from your computer.
8. Select A picture containing logo

   Description automatically generated
9. That’s it! You will receive confirmation your submission has been processed