2020-2021 Re-Enrollment Guide
For Returning Students

A Quick Reference Guide

As salaamu 'alaikum. We are pleased that you are re-enrolling your child at Al-Rahmah School. We have prepared this guide to assist you in navigating the re-enrollment process. To help us provide the best experience for you and your family, please be as thorough as possible when completing your child's re-enrollment application.

If you have any questions about the application or admissions process, please contact the School Office at admissions@alrahmah.org or (410) 719-0921.

We're excited about your decision!

Jazakamullahu khairan,

Al-Rahmah School Admissions

2020-2021 Re-Enrollment Process

Step 1 **Re-enrollment Forms & Uploads** (due at time of Application)

Step 2 **Online Application + Fee** (Non-refundable)

Step 3 **FACTS Payment Plan**

Step 4 **Resource Fees** (due July 1, 2020)

Step 5 **First Tuition Installment** (due August 3, 2020)

Step 6 **First Day of School!** (August 31, 2020)

February 2020

Step 1: Re-Enrollment Forms & Document Uploads

For your convenience, we have created a Forms Library where you can access the forms needed for your child's enrollment.

Parents/Guardians must complete and scan all re-enrollment documents to a desktop or portable drive PRIOR TO completing the Renweb Application.

Incomplete or blank form submissions will not be accepted. Enrollment applications that contain missing or incomplete forms will be returned to incomplete status in our Student Information System.

Link to Forms Library

Some forms are required for all returning students. Others are required for students who meet the criteria. On Page 3 you will find a brief overview of the forms your child(ren) may need.

The information you share on these re-enrollment forms is confidential and will be available only to those health and education personnel who have a legitimate educational interest in your child.

Should you have any questions, please don't hesitate to contact our Admissions Office at 410-719-0921 or admissions@alrahmah.org.

Step 1: Re-Enrollment Forms & Document Uploads (continued)

Form/Upload	Required for...
Copy of Driver's License/Photo ID of Parents/Guardians	✓ All students
Record of Physical Examination (Form 1)	➡ Students entering Kindergarten, Grade 6, or a Maryland school for the first time
Current Immunization Record	✓ All students
School Medication Administration Authorization Form (Form 2)	➡ Students who take prescribed medication (such as inhalers, insulin, etc.)
Consent for Administration of Approved Discretionary Medications (Form 3)	✓ All students (to receive over the counter medicaion, i.e. tylenol)
Blood Lead Testing	➡ Students under the age of six (6)
Custody Orders/Documents	➡ Students with active court orders
IEP/504/Modified Instruction Plans	➡ Students with prior or active plans

Step 2: Online Application + Fee

Once your Re-Enrollment Forms are completed and ready for submission, you will need to Login to your Renweb account to access the Enrollment Application.

Priority Enrollment will be available for returning students as follows:

2020-2021 PRIORITY ENROLLMENT DATES & FEES
February 20 to March 22, 2020 | $60 Application Fee
March 23, 2020 (Open Enrollment)| $125 Application Fee

Once the Priority Enrollment period has ended, Open enrollment period will begin for New and Returning students. Returning students will still be able to register; however they will not be granted priority enrollment status.

Please note that enrollment for both Returning and New students is on a first-come-first-served basis until the capacity of the grade level class has been reached. Once capacity has been reached, the grade level class will be closed for all students (new and returning) and a wait list will be implemented.

Are your Re-Enrollment Forms Complete & Ready for Upload?
YES - Login to Renweb No - Complete your forms

The Enrollment Application is accessed through our Renweb ParentsWeb Portal. Use your existing login to access the application associated your child's/children's account(s).

Step 2: Online Application + Fee (continued)

How to Access your Online Re-enrollment Application

1. Go to **my.alrahmah.org**
2. Enter **AR-MD** into the District Code Field
3. Enter your **Username**
4. Enter your **Password**
5. Once you are logged in, click the **Family Information** tab from the menu located on the left side of the browser window.
6. Click the **Enrollment/Re-enrollment** button. You will see a separate re-enrollment packet for each of your children who are currently enrolled. If you do not, please contact the Admissions Office.

Once you have accessed the Re-enrollment packet, you are ready to begin the application. The software will provide feedback to you throughout the process to help you complete the packet.

A yellow caution symbol ⚠️ will appear in the menu if required information is missing from a section of the application.

A green check mark ✅ will appear in the menu once all required information has been entered.

Forgot your password? Need to set up your Renweb account?
You can request a Password reset link directly from the Renweb login page. To setup your Renweb account, please follow the steps on Page 6.

Step 2: Online Application + Fees (continued)

How to Create a Renweb ParentsWeb Login

1. Go to **my.alrahmah.org**
2. Select **Create New Family Portal Account**
3. Enter **AR-MD** into the District Code Field
4. Enter your **Email Address** to establish your account. Please use an email address you check regularly, as correspondence regarding your application may be sent to this address.
5. Click the **Create Account** button
6. Check your email for an automated message email from **RenWeb Customer Support**. This message will contain a link to create your Username and Password. For security purposes, the link will only remain active for six (6) hours.
7. Click the **Click to create your Family Portal login** link. A Change/Create Password screen will open.
8. Enter your **Username**
9. Enter your **Password.** Confirm your Password (re-enter).
10. Click **Save Username and/or Password**.

Step 3: FACTS Payment Plan

The **Tuition & Fees Section** of the re-enrollment packet will direct you to your FACTS account to **Select or Confirm a Payment Plan** for the 2020-2021 school year.

Do you wish to modify your EXISTING Payment Plan?
YES - Login to FACTS **No - No further action required. You may skip this step.**

If you do not wish to make changes to your EXISTING payment plan you can skip this step in the re-enrollment process. Fees and charges for the 2020-2021 school year will automatically be applied to your existing payment plan.

If you do wish to make changes to your payment plan, such as:

- **Changing/Updating Account Information**
- **Removing/Adding an Additional Payer**

You will need to login to your FACTS account to do so.

If you have forgotten your Username or Password, click the Forgot Username / Password? link on the login page and follow the instructions. You will need to enter the email address associated with your FACTS account.

If you have questions about billing and/or your payment plan, please contact the Billing Department at billing@isb.org.

Step 3: FACTS Payment Plan (continued)

How to Update your FACTS Payment Plan

1. **Click the FACTS link in the Tuition & Fees Section** of the Re-Enrollment Application, **OR** go to **online.factsmgt.com/SignIn.aspx**
2. Click **Sign In**
3. Enter the **Username or Email Address** and **Password** associated with your account.
4. On the **LEFT side of the Homepage** you will see the Payment Plans associated with your account. The current 2019-2020 school year and 2020-2021 school year should be listed. If you do not see both school years please contact the Billing Office at billing@isb.org.
5. To change your **Payment Method**, click the gray **Actions** tab next to the 2020-2021 plan, and select **Change Financial Account**.
6. To modify your **Payment Schedule**, click **Set up a Payment Plan** at the bottom of the list. Follow the instructions to provide/confirm your Contact Information, Students, Payment Plan Options, Payment Details, and Payment Schedule.
7. To apply your changes, review your selections and follow the prompts to save/submit.

Step 4: Resource Fees

Resources fees help off-set the cost of assessment and instructional materials we use to implement our educational program. These costs include, but are not limited to, textbooks, online programs, and testing software. The Activity Fee off-sets the cost of class field trips. The Class Dues (8th grade only) off-set the cost of graduation gowns and supplies.

The Resource Fees for 2020-2021 are due July 1, 2020 as follows:

Grade Level	Fee Amount
Kindergarten Technology/Textbook/Testing	**$175**
1st-5th Technology/Textbook/Testing	**$200**
6th-8th Technology/Textbook/Testing	**$250**
Kindergarten-8th Activity Fee	**$50**
8th Class Dues for Graduation	**$40**

Once your enrollment Application has been accepted, the Billing Office will add the Reources Fees as charges to the student account.

Step 5: First Tuition Installment

The Al-Rahmah School Board of Education has approved a modest tuition increase of 5% for returning students. Every effort is made to balance the cost of attendance with the increasing costs associated with operating a full-time, state-approved, accrdited educational institution.

To secure a child's seat, Parents/Guardians must pay for the first monthly tuition installment. The balance of tuition charges are typically billed monthly, over a ten-month period. You may prepay the tuition in full at any time.

2020-2021 Tuition Payment Schedule
August 3, 2020 | First Installment Payment Due
Balance of Charges Billed Monthly

Please Login to your FACTS account to verify that your contact and account information is up-to-date. Delays in processing billing may impact your child's ability to enroll in or attend the school.

Tuition Assistance is available to eligible families on a first-come, first-serve basis based on available funding. **If you are interested in Tuition Assistance for your child(ren), you must complete an Online Application for Financial Aid through TADS.**

Tuition Assistance may also be available in the form of scholarships through the **Broadening Options and Opportunities for Students Today (BOOST) Scholarship Program** (state-wide) and the **Children's Scholarship Fund** (Baltimore City residents only). These programs are publicly and privately funded, respectively. Award determinations are made by the program administrators.

Step 6: First Day of School!

2020-2021 School Year Opens
Monday, August 31, 2020

If you have completed all of the steps below, your child's seat will be reserved for the 2020-2021 school year:

- ✓ **On-boarding Forms Completed & Accepted**
- ✓ **Enrollment Application Submitted & Accepted**
- ✓ **Application Fee Paid**
- ✓ **FACTS Payment Plan Verified**
- ✓ **Resource Fees Paid**
- ✓ **Tuition Installment Paid** (and account in good standing)

Still have questions about the re-enrollment process? We're happy to help. Please review the **Frequently Asked Questions** on the next page. You can also call the Admissions Office at 410-719-0921 or email us at admissions@alrahmah.org.

Frequently Asked Questions (FAQ)

Q: Can I start an Application and complete it at a later time?
A: Yes. As you complete each section, be sure to save your entries by clicking the Save button at the bottom of the section window.

Q: If I don't have a required form, can I upload a placeholder or blank file and submit my application?
A: No. All form uploads must be actual documents, as required for your child(ren). Incomplete or blank submissions will be rejected and the application will be returned to Incomplete Status in our system. Applications will not be considered complete until required forms are uploaded and verified.

Q: How can I tell which Application sections need to be completed?
A: Once logged in, you can review the entire enrollment packet (Application) at any time by selecting the Enrollment Packet Review option on the left menu. From here, you will also be able to print a PDF of the enrollment packet in its current state.

Q: When is the Application Fee due? How much is it?
A: The Application fee is per child and due at the time you submit your Application. Once the enrollment packet is complete, a Submit Enrollment Packet and make Payment form will appear. A discounted Application Fee of $60 is available during Priorty Enrollment only. After the Priority Enrollment period, the Application Fee for New and Returning Students is $125, per child. The Application Fee is non-refundable and does not guarantee admission.

Q: What happens after I submit an Application?
A: You will receive a confirmation email that your Application has been received. Our Admission Office will review the Application to confirm it is complete. You can access the enrollment Application through your ParentsWeb login to make a PDF of the completed packet.

Frequently Asked Questions (FAQ) (continued)

Q: I don't see a re-enrollment packet for my child in Renweb - what should I do?
A: Please contact the Admissions Office at 410-719-0921 or admissions@alrahmah.org.

Q: I don't see one or more of my children in FACTS - what should I do?
A: Please DO NOT attempt to add a student into FACTS without contacting the Billing Department first. Students who are currently enrolled should appear in the 2020-2021 Payment Plan. If not, contact the Billing Department at billing@isb.org.

Q: I don't want to make any changes to my FACTS account. Do I still need to login?
A: We recommend you verify that your account information, payment method, and payment schedule are correct. If you do not wish to make any changes, you do not need to login to FACTS during the enrollment process.

Q: How do I link my children in RenWeb?
A: Linking of sibling accounts in RenWeb must be completed by an administrator. If you do not see all of your children in your RenWeb ParentsWeb account, please contact the School Office at 410-719-0921.

Q: I need help completing the application online - can I come to the school?
A: Our Admissions Team is available by appointment and on a first-come, first-served basis to assist parents. Please call the School Office at 410-719-0921 ahead of time so that we can arrange for someone to be available.

Q: I have completed my forms - can the school scan them for me?
A: Our Admissions Team is available by appointment and on a first-come, first-served basis to assist parents. We cannot guarantee that walk-ins can be accommodated. Please call us ahead of time to confirm.

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AL-RAHMAH SCHOOL

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