



Bismillah arRahman arRahim

AL-RAHMAH SCHOOL

ISLAMIC SOCIETY OF BALTIMORE
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Excellence in Knowledge, Character, & Service

A Message to Parents & Guardians

As salaamu 'alaikum. On the authority of Suhaib (r.a.) our beloved Rasullullah (s.a.w) said:

“Amazing is the affair of the believer, verily all of his affair is good and this is not for no one except the believer. If something of good/happiness befalls him he is grateful and that is good for him. If something of harm befalls him he is patient and that is good for him” (Sahih Muslim).

We recognize that these are trying and unprecedented times for families in our community and across the nation. It is during these times that we must hold more firmly to the rope of Allah (s.w.t.) and teach our children the knowledge and skills they will need to do the same.

The value that an Al-Rahmah education brings is unique. We are teaching our students critical life skills, such as how to adapt and thrive in our rapidly changing, increasingly challenging and globally-connected world. We understand how important continuity in instruction is to student achievement. That is why, when most schools were caught off guard by the sudden state-wide closure, we were among the first in our area to develop and implement a comprehensive distance learning program for our students. This is just one of the many examples of the strength of our program, the dedication of our teachers, and the resilience of our students.

When your child leaves Al-Rahmah School, inshaAllah they will have:

- a strong sense of their Islamic Identity;
- a desire to use their unique gifts to serve Allah;
- a strong academic foundation; and
- an understanding that success is only by the will and permission of Allah.

We are confident that our program will meet or exceed your expectations. We look forward to welcoming you into the ARS family, inshaAllah.

Jazakamullahu khairan,

Al-Rahmah School Administration



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Introduction

As salaamu 'alaikum. Thank you for your interest in Al-Rahmah School. Al-Rahmah School's (ARS) vision is to cultivate excellence in Islamic character and academics, foster leadership skills, and develop global awareness. ARS welcomes all students and families who are committed to the mission and vision of ARS.

We have prepared this quick reference guide to assist you in navigating the admissions process. Due to the on-going public health crisis, we have modified some elements of our admissions process to include virtual tasks. The instructions in this guide supersede any prior instructions that may have appeared on our website before the crisis. Please feel free to contact our Admissions Team at admissions@alrahmah.org if you have questions or need assistance.

Admissions Policy

A. Documentation & Records¹

1. Transcripts, Records and Evaluations: All transcripts and student records from all previous schools must be received by school administration within 10 days after parent or guardian formally submits an application. Based on the student interview, additional records and pertinent evaluations may be requested from previous schools.
2. All information requested by ARS must be received before a student is considered officially enrolled.
3. Students without transcripts, pertinent records, and the latest report cards will be given provisional placement status. Parents will be notified of their child's status in writing.
4. Immunizations/waivers must be up-to-date, and proof submitted before ANY student is admitted to class. NO EXCEPTIONS.*

**Religious waivers for immunizations will be accepted and must be submitted before the student is admitted to the class.*

¹ We recognize that current emergency school closures may impact parent's ability to obtain student records. Official records must be on file with Al-Rahmah School and accepted prior to the first day of attendance.

B. Parents/Students Interview

1. Student applicants will be interviewed by ARS staff, including but not limited to school leadership, administration, and school counselor.
2. The mother, father or legal guardian will be interviewed in person by the above-mentioned ARS staff.

C. Academic Acceptance

1. All students must have been promoted to the next grade level from previous schools at the end of the year.
2. Transferring elementary students must have passing grades in all the following subjects: reading, math, and language. Students who fail to meet the above requirements may be placed provisionally.
3. Students who have exhibited behavioral difficulty: ARS may require additional documentation and assessment from the school counselor before admission will be granted.
4. Students who have been suspended or expelled from another educational institution will not be accepted without further review and assessment.

D. Testing of New Students

1. New students will be tested in English and Math.
2. Diagnostic tests in Math and or English will be given as needed.
3. Behavioral and socio-emotional assessments will also be conducted

E. Home School

1. Parents must submit transcripts, evaluations, and standardized test results, maintained by accredited homeschool providers within ten days of filing an application with ARS.
2. The parent must submit in writing, an outline of the curriculum, test results, and evaluation of the student's performance from home school instructor.
3. All students will be placed in the grade to which they were promoted by the previous school as indicated by the school's official transcript.
4. If needed, Home-school students will be tested to further assess the appropriate placement.

F. Age and Promotion Requirements

1. Minimum age requirements upon entering*:

- i. Kindergarten – 5 years old before September 1st. Parents may request special permission for their child to enter Kindergarten whose birth dates are between September 2nd and December 31st. However, it is at the school's discretion.
- ii. First Grade– 6 years old
- iii. Second Grade – 7 years old
- iv. Third Grade – 8 years old
- v. Fourth grade – 9 years old
- vi. Fifth Grade – 10 years old
- vii. Sixth Grade – 11 years
- viii. Seventh Grade – 12 years
- ix. Eighth Grade – 13 years

*Age will not be the only criteria in placing a student in the appropriate grade.

Admissions Process At-A-Glance

- Step 1 - Application for Admission & Application Fee
- Step 2 - Screening
- Step 3 - Student-Parent Interviews
- Step 4 - Admissions Testing
- Step 5 - Admissions Decision
- Step 6 - On-Boarding

STEP 1 | Application for Admission & Application Fee

These instructions are designed for new students enrolling in Al-Rahmah School for the first time. **The first step in the admissions process is completing the [Application for Admission](#) and paying the non-refundable Application Fee.** This fee has been discounted to \$60 through April 15th.



2020-2021 ADMISSIONS FOR NEW STUDENTS
NOW OPEN! | New Process | \$60 Application Fee*
**For a limited time*



STEP 2 | Screening

While emergency school closures are in place, Parents/Guardians must submit the following documents by email to admissions@alrahmah.org:

- ☐ Copy of all report cards OR home instruction portfolio reviews issued for the 2019-2020 school year
- ☐ Scores for standardized test results, where applicable
- ☐ Copy of IEP or Modified Instruction Plan (where applicable)

Official academic records from your child's current school are still required and will be reviewed upon receipt. Please arrange for the records to be sent to our Admissions Office by Fax to 410-719-8935 or Email admissions@alrahmah.org.

STEP 3 | Student-Parent Interviews

Due to the current public health situation, the ARS Admissions Office will reach out to the parents to schedule virtual interviews, insha Allah. If you do not have access to a web-enabled camera on a mobile device or home computer, please let us know.

STEP 4 | Admissions Testing

Students will be invited to take a diagnostic test that evaluates their readiness for grade-level instruction. This diagnostic may be conducted virtually. We currently utilize the following assessment tools:

Grade	Assessment
Kindergarten	Dynamic Indicators of Basic Early Literacy Skills (DIBELS)
1st to 8th	Measures of Academic Progress (MAP) in Reading & Math

STEP 5 | Admissions Decision

Our Admissions Office will review your child's application, screening documents, admissions test results, and interview to make an admissions decision. You will be contacted by email.

STEP 6 | On-Boarding

New students who are admitted to ARS will be invited to set up a student account in [FACTS Family Portal \(Formerly Renweb\)](#), our management system, and a FACTS Tuition Management account for billing. Families who are already set up in FACTS will have their new student added to their account.

The on-boarding process is facilitated through FACTS. The software will provide feedback to you throughout the process to help you complete the enrollment. 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.

6.1 Forms & Document Uploads

A checklist of the On-boarding Forms required to complete enrollment is below. The information you share on these forms is confidential and will be available only to those health and education personnel who have a legitimate educational interest in your child.

Admissions Forms & Upload Checklist	
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 medication, 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
Teacher or Counselor Recommendation (Form 4)	➡ All NEW students to ARS

For your convenience, we have created a [FORMS LIBRARY](#) where you can access the forms needed for your child's enrollment.

6.2 FACTS Family Portal Account (formerly Renweb)

Please follow the instructions below to create a FACTS Family Portal Account. This step should only be complete AFTER an admissions acceptance has been received.



How to Create a FACTS Family Portal Account (formerly Renweb ParentsWeb)

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**.

6.3 Payment Plan

The Tuition & Fees Section of the on-boarding packet will direct you to your FACTS account to Select a Payment Plan for the 2020-2021 school year. Please follow the steps below.



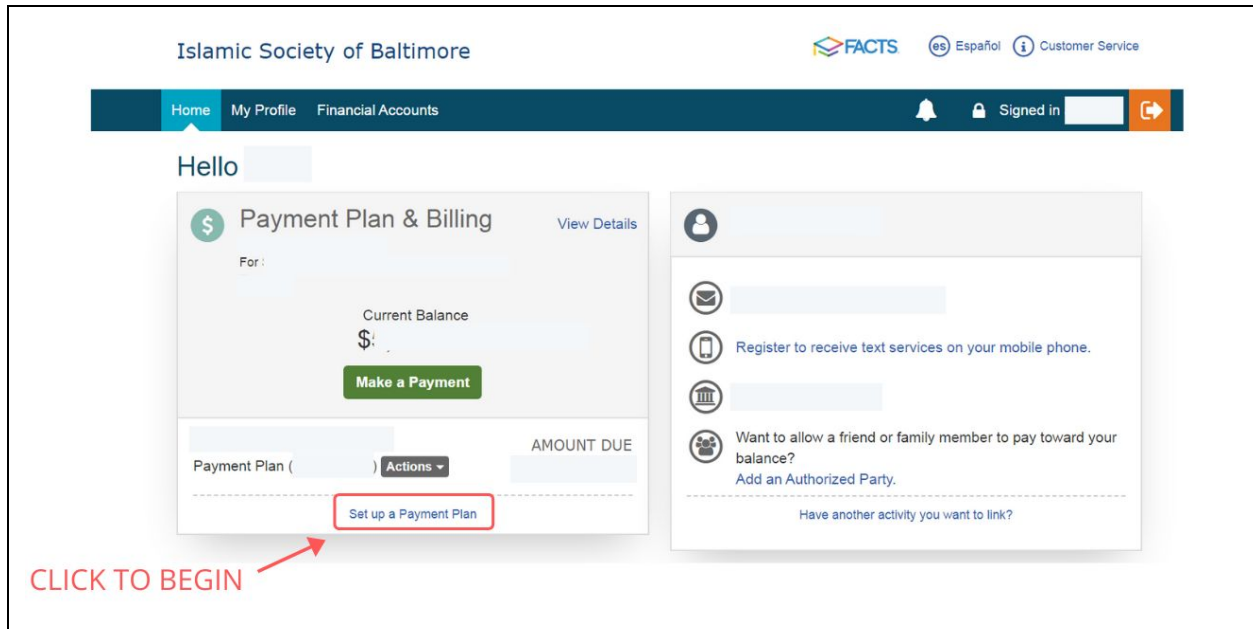
How to create a FACTS account for Payment Plans



1. Click the **FACTS** link in the **Tuition & Fees Section** of the On-boarding Application, **OR** go to online.factsmgt.com/SignIn.aspx
2. Click the gray **Register** button
3. Select **Search for my Institution**. An Institution Search window will open.
4. Enter our Zip Code **21244** and click the green **Search** button. Select **Islamic Society of Baltimore** from the list.
5. If you are a New FACTS User please select the gray **Create a username & password** button on the right side of the page to begin.
6. Then click on the **Set Up a Payment Plan** link.
7. Select the appropriate school year (**2020-2021**).
8. Complete the steps as prompted.

To select your payment plan. Please follow the screenshots on the next page.

Step 1 - Scroll down on your FACTS homepage to the bottom of the screen. Click “Set up Payment Plan”



Islamic Society of Baltimore

FACTS Español Customer Service

Home My Profile Financial Accounts

Hello

Payment Plan & Billing View Details

For:

Current Balance
\$:


Make a Payment

Payment Plan () Actions

Set up a Payment Plan

CLICK TO BEGIN

Step 2 - Select the 2020-2021 School Year.



Islamic Society of Baltimore

FACTS Español Customer Service

Islamic Society of Baltimore

Please select a term

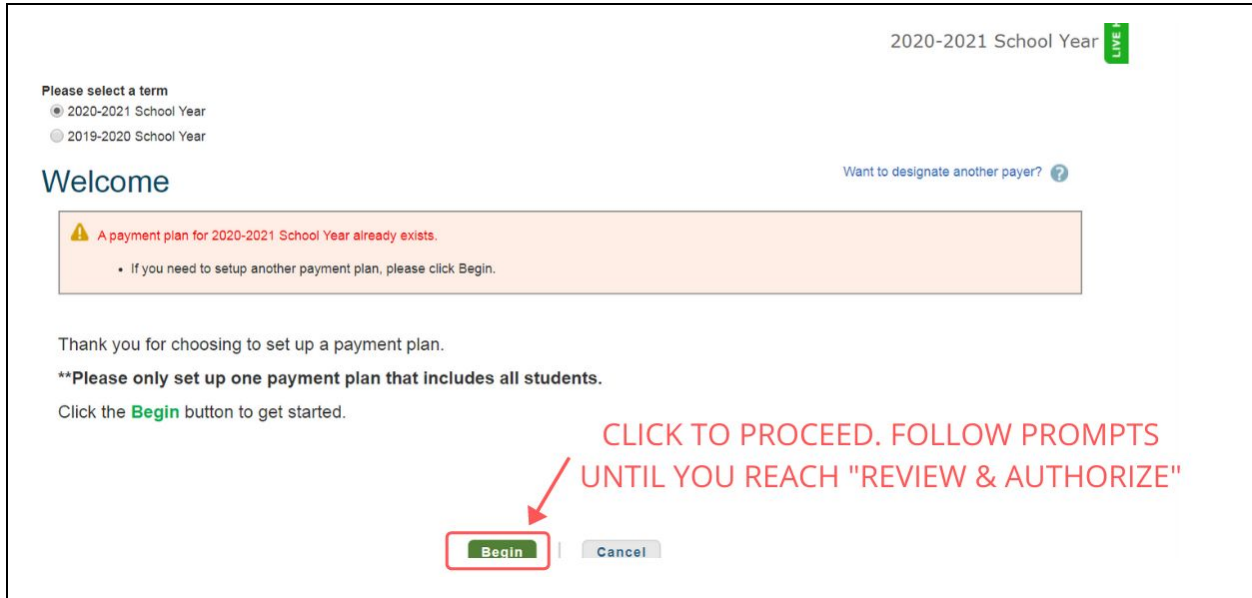
☒ 2020-2021 School Year

☐ 2019-2020 School Year

SELECT

Begin Cancel

Step 3 - Click the green “Begin” button to confirm/modify your payment plan.



2020-2021 School Year **LIVE**

Please select a term
☒ 2020-2021 School Year
☐ 2019-2020 School Year

Welcome [Want to designate another payer?](#)

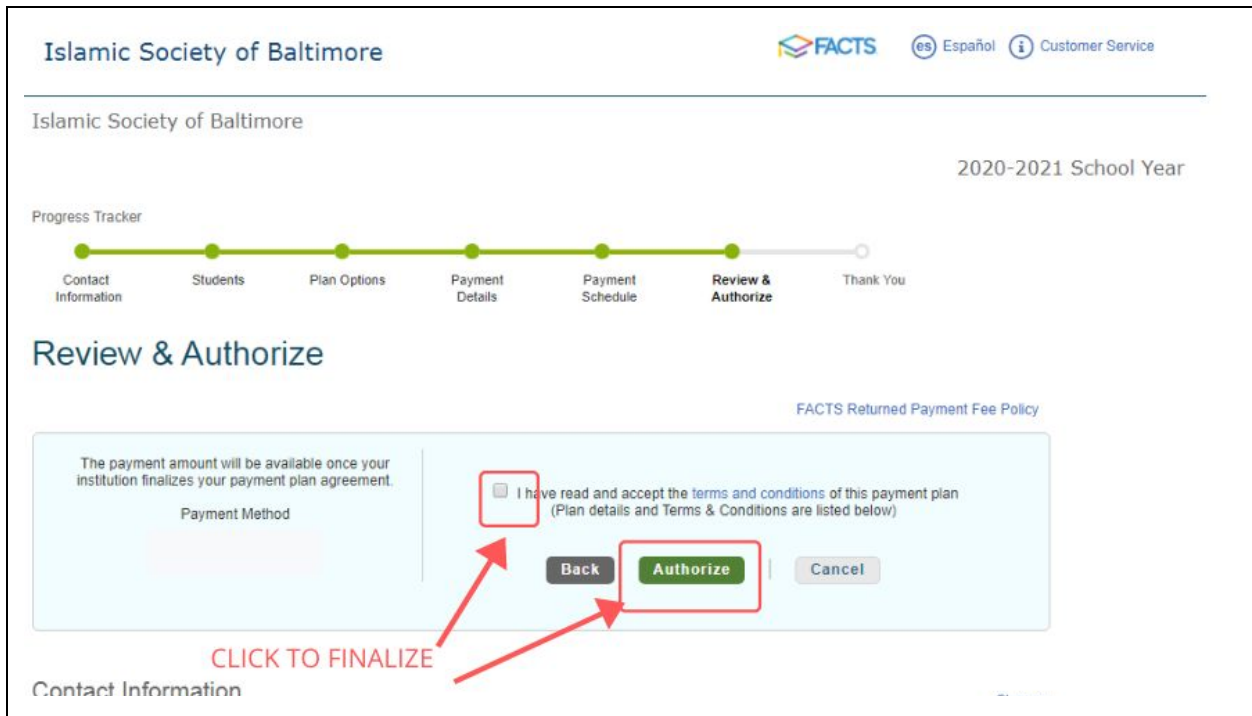
A payment plan for 2020-2021 School Year already exists.
 • If you need to setup another payment plan, please click Begin.

Thank you for choosing to set up a payment plan.
****Please only set up one payment plan that includes all students.**
 Click the **Begin** button to get started.

Begin | **Cancel**

CLICK TO PROCEED. FOLLOW PROMPTS UNTIL YOU REACH "REVIEW & AUTHORIZE"

Step 4 - Once your plan has been confirmed/updated, check the acknowledgement box and click the green “Authorize” button in the Review & Authorize section



Islamic Society of Baltimore

FACTS [Español](#) [Customer Service](#)

Islamic Society of Baltimore

2020-2021 School Year

Progress Tracker

Contact Information | Students | Plan Options | Payment Details | Payment Schedule | **Review & Authorize** | Thank You

Review & Authorize

FACTS Returned Payment Fee Policy

The payment amount will be available once your institution finalizes your payment plan agreement.

Payment Method

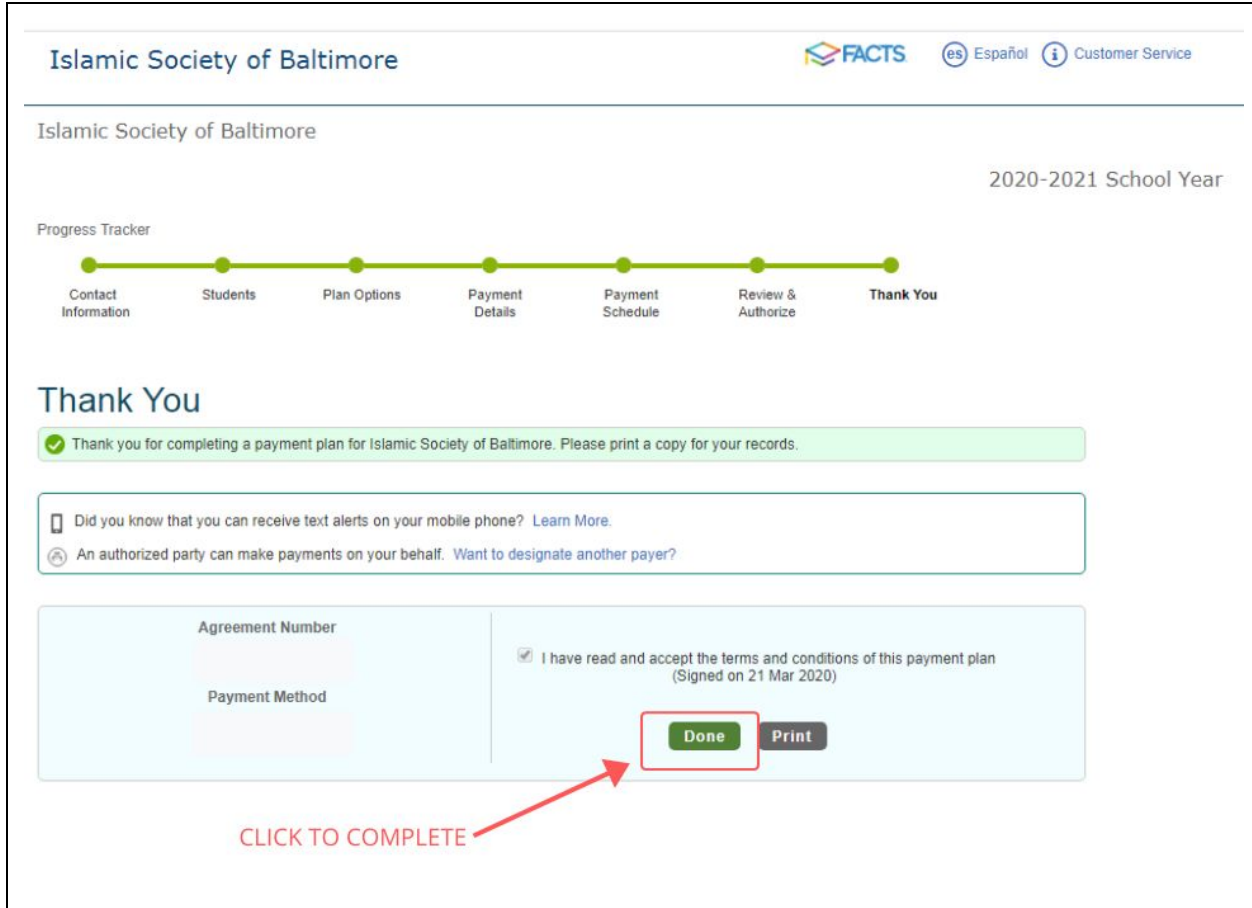
☒ I have read and accept the [terms and conditions](#) of this payment plan (Plan details and Terms & Conditions are listed below)

Back **Authorize** **Cancel**

CLICK TO FINALIZE

Contact Information

Step 5 - Click the green “DONE” button to exit the payment plan section of FACTS.



Islamic Society of Baltimore

2020-2021 School Year

Progress Tracker

Contact Information Students Plan Options Payment Details Payment Schedule Review & Authorize Thank You

Thank You

✓ Thank you for completing a payment plan for Islamic Society of Baltimore. Please print a copy for your records.

Did you know that you can receive text alerts on your mobile phone? [Learn More.](#)

An authorized party can make payments on your behalf. [Want to designate another payer?](#)

Agreement Number

Payment Method

☒ I have read and accept the terms and conditions of this payment plan
(Signed on 21 Mar 2020)

Done **Print**

CLICK TO COMPLETE

6.4 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 to 5th Technology/Textbook/Testing	\$200
6th to 8th Technology/Textbook/Testing	\$250
Kindergarten to 8th Activity Fees	\$50
8th Class Dues for Graduation	\$40

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

6.5 Tuition Payment & Tuition Assistance

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

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. Please contact us at admissions@alrahmah.org for more information.

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.



MARYLAND BOOST SCHOLARSHIP PROGRAM
Broadening Options & Opportunities for Students Today

Apply Online ✓
Click here to fill out the online application

Deadline April 24

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

- **Admissions Acceptance**
- **On-boarding Forms Completed & Accepted**
- **FACTS Payment Plan Verified**
- **Resource Fees Paid**
- **First Tuition Installment Paid**

Still have questions about the admissions process? We're happy to help. Please review the Frequently Asked Questions on the next page. You can also contact the Admissions Office at admissions@alrahmah.org.

Frequently Asked Questions (FAQs)

Q: When does Open Enrollment for New Students begin?

A: Open Enrollment begins March 25, 2020. 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.

Q: Where can I find the Application for New Students?

A: The application, once launched, will be available on our website at <https://alrahmah.org/admissions/how-to-apply/>.

Q: When is the Application Fee due? How much is it?

A: The Application fee is due at the time you submit your Application. The Application Fee for New Students is \$60, per child, for a limited time. The 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. You will need to submit your screening documents (Step 2). Our Admission Office will review the Application and invite your child for admissions testing and interviews (Step 3). These may be conducted virtually. If you do not have access to a web-enabled camera on a mobile device or home computer, please let us know.

Q: What forms will I need to complete enrollment?

A: On Page 7 of this guide you will find a checklist of the forms your child(ren) may need. Some forms are required for all students. Others are required for students who meet the criteria. If you have questions, please contact our Admissions Office.

Q: Can I start an On-boarding Application (Step 6) and complete it at a later time?

A: Yes, after you have received an admissions decision. As you complete each section, be sure to save your entries by clicking the Save button at the bottom of the section window. Students who receive an admissions acceptance will be provided a link to the on-boarding packet.

Q: If I don't have a required form, can I upload a placeholder or blank file and submit my On-boarding Application (Step 6)?

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 Onboarding Application sections need to be completed?

A: Once logged in, you can review the entire onboarding 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 onboarding packet in its current state.

Q: I already have another child enrolled in ARS. How do I link my children in FACTS (RenWeb)?

A: Linking of sibling accounts in FACTS (RenWeb) must be completed by an administrator. Please contact our Operations Coordinator, Donna Khan at donna.khan@alrahmah.org.

Q: I need help completing the application online - can I come to the school?

A: Effective March 20, 2020, the ISB Campus, and by extension Al-Rahmah School office, is closed to the public due to the public health mandates. Please email your inquiry to admissions@alrahmah.org with your name and phone number where a staff member can contact you.

Q: I have completed my forms - can the school scan them for me?

A: Effective March 20, 2020, the ISB Campus, and by extension Al-Rahmah School office, is closed to the public due to the public health mandates. If you do not have the means to scan your forms using a computer please contact us at admissions@alrahmah.org for further instructions.

Q: For the BOOST scholarship application, what should I use for proof of enrollment?

A: When you complete the application, you should receive an automated email confirmation from admissions@alrahmah.org with the subject: *Online Enrollment Received - Student Name*. You may print a PDF of this confirmation email and upload it to your BOOST application for each student. Please be mindful of the application deadline posted on the BOOST website.