# Al Rahma Website Guide for Parents/Guardians

Once you are logged in to Al Rahma Sunday School Website as a Parent, you will see the below Dashboard:



1.  **How to register a student?**
    a.  Click on **"Register Students"** tab
    b.  Click on **"Add Student"**

c.  If the kid is a returning student (was with us last year), check the box "Yes" for the first question, and the answer to last year grade should be his last year grade with us. If the student is new to the school, answer "No" to the first question and the answer to last year grade should be his last year grade in public school.

d.  Enter the first and last name. Please make sure the spelling is correct.

e.  A full date of birth is required. We might want to see a physical proof of birthday in some cases where eligibility is on the line.

f.  Select the student gender.

g.  5 years old is required for kindergarten and 6 years old is required for Grade 1. 18 years old students are not eligible to register. (every age mentioned before is referenced to Dec 31$^{st}$ of the current school year).

h.  Read the photo consent agreement and pick your answer for the question.

i.  Choose from the list all applicable medical conditions and allergies.

j.  If one student only, click on "**Done With Students**", if more than one, then click on "**Add Another Student**". You will be required to fill up the registration form for each student added to your profile.

k.  Add Emergency Contact Information (please make sure all the info is correct and accurate) – only one emergency contact can be added per account. Please select the correct relationship to students.

l.  Hit save once completed

**Emergency Contact Information**

First Name *

Last Name *

Phone Number *

Relationship to Student(s) *

Select Relationship

Add Another Student   | Save

m.  After hitting save without any entry errors, you will be able to see a summary about the registered students.

n.  If a student is not enrolled yet, you will have the ability to delete the entry associated with it and start a new entry (in case of mistakes). Once enrolled (see next section on how to do it), you will not be able to delete the student.

**Student Registration**

**Student Information**

| School ID | First Name | Last Name | DOB | Grade | Medical Conditions | Allergies | Action |
|---|---|---|---|---|---|---|---|
| STU2500043 | Student | Student | 01-01-2018 | 1 | None | None | Delete |

**Emergency Contacts**

| First Name | Last Name | Phone | Relation |
|---|---|---|---|
| Outmane | Lemtiri | 404-918-7063 | Parent |

Add Another Student

## 2. How to enroll a student?



a. Click on **"Enroll in Classes"** tab
b. All students you registered will appear in the list. Their statuses will appear initially as "not enrolled"
c. Click on the checkbox **"Enroll"** then click on **"Save"**
d. Once enrolled, the status will be updated to admission under review

| # | School ID | First Name | Last Name | Age | Gender | Grade | Enroll | Withdraw | Status |
|---|-----------|-----------|-----------|-----|--------|-------|--------|----------|--------|
| 1 | STU2500043 | Student | Student | 7 | Male | 5-A | ☑ | ☐ | admission under review |

Save

e. Give the administration 24-48 hours to review the case. If admission is granted, the status will change to payment pending and you will receive an email informing you of the status change. This means a class has been assigned to your child(ren) and an invoice has been generated which can be found in the invoice tab.

| # | School ID | First Name | Last Name | Age | Gender | Grade | Enroll | Withdraw | Status |
|---|-----------|-----------|-----------|-----|--------|-------|--------|----------|--------|
| 1 | STU2500043 | Student | Student | 7 | Male | Class not Assigned | ☑ | ☐ | payment pending |

Save

## 3. How to access your invoice?

a. Click on **"Invoice"** tab
b. You can check your total balance which has to be paid on the due date posted (which is usually the first day of school).

c. Click on View/Print PDF to view details of the invoice.



d. You can print the invoice for your records, we also recommend you bring the printed version with you on day 1 of school to pay your balance.

- *Note: All payments this school year will be made in person on first day of school.*
- *Note: Cash, checks and debit/credit cards are all accepted forms of payment. However, if you elect to pay in installments, only cash and checks will be accepted.*

4. **How to track your child(ren) academic progress?**
   a. To access your child(ren) attendance, click on **"Attendance"** tab
   b. To access your child(ren) scores, click on **"Scores"** tab



*Note: These sections will be updated as the school year progresses.*

5. **Where to access school events?**
   a. Click on **"Events"** tab
   b. Any school events for students will be posted in this section. You will be able to RSVP and register your child(ren) who are willing to participate. Any payments required for the events you registered for will reflect on your balance.



6. **How to access the school calendar?**
   a. Click on **"Calendar"** tab
   b. Use the arrows to see all the months of the school year, any special event(s) and Sundays off are noted.

• *Note: If you are using your phone, flip it to have a zoomed-out view of the calendar.*