

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”



Student Registration

[Add Student](#)

Student Information

Was your child with us last year? *

Yes No

First Name *

Last Name *

Date of Birth *

Last Year Grade *

Gender *

Photo Consent *

[Read Photo Consent Policy](#)

Medical Conditions (Select all that apply from the 33 items below) *

Allergies (Select all that apply from the 24 items below) *

<input type="checkbox"/> None	<input type="checkbox"/> None
<input type="checkbox"/> ADHD (Attention-Deficit/Hyperactivity Disorder)	<input type="checkbox"/> Animal Dander (cats, dogs, etc.)
<input type="checkbox"/> Anxiety or Emotional Disorders	<input type="checkbox"/> Antibiotics
<input type="checkbox"/> Asthma	<input type="checkbox"/> Bee stings

[Add Another Student](#)

[Done With Student\(s\)](#)

- 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 31st 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 *
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Phone Number *	Relationship to Student(s) *
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text" value="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	Lentiri	404-918-7063	Parent

+ Add Another Student

2. How to enroll a student?



Enroll in Classes

2025-2026 Filter

Enrollment is the process of officially signing up your child for the upcoming school year. To secure their place, please check the box next to your child's name and click "Save" to confirm enrollment. Kindly take note of the following important information:

- Last Day for Enrollment is **10-01-2025**. No new enrollments will be accepted after this date.
- Enrolling your child is an action you cannot undo. Once you click "Save", the enrollment status will change to "admission under review". Please allow the school administration 24 to 48 hours to review the case. If admission is granted, the enrollment status will change to "payment pending" and an invoice will be available under the "Invoice" tab.
- All payments will be processed in person the first day of school on **09-21-2025**. Cash, checks and debit/credit cards are all accepted. For logistical reasons, please note that monthly installments will only be allowed if you pay by cash or check.

#	School ID	First Name	Last Name	Age	Gender	Grade	Enroll	Withdraw	Status
1	STU2500043	Student	Student	7	Male	5-A	<input type="checkbox"/>	<input type="checkbox"/>	not enrolled

[Save](#)

- Click on **"Enroll in Classes"** tab
- All students you registered will appear in the list. Their statuses will appear initially as "not enrolled"
- Click on the checkbox **"Enroll"** then click on **"Save"**
- 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	admission under review

[Save](#)

- 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	payment pending

[Save](#)

3. How to access your invoice?

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

Invoices and Payments

2025-2026 (Current)

Filter

- This website release version does not have an option to pay your invoice online. All payments this school year will be made in person on first day of school (09-21-2025).
- 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.

#	Invoice Number	Issue Date	Due Date	Balance	Last Payment Amount	Last Payment Date	Status	Actions
1	INV-2500002-68b533b0169c5	08-31-2025 08:00 PM	09-21-2025	\$370.00	\$0.00	09-01-2025 01:34 PM	unpaid	View/Print PDF

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




Al-Rahma Sunday School Invoice

Parent Name: Parent Name
Invoice Date: 09-01-2025
Invoice Number: INV-2500040-68b5e24b448aa
Due Date: 09-21-2025

Please make the payment by the due date mentioned above. For any queries regarding this invoice, contact the school administration at alrahma.isgl@gmail.com or call +1 978-364-0219.

Date	Description	Amount
09-01-2025	Registration of student "Student Student"	\$370.00

Total Charges: \$370.00
Total Refund: \$0.00
Total Paid: \$0.00
Balance Due: \$370.00

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?

- To access your child(ren) attendance, click on **“Attendance”** tab
- 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?

- Click on “Events” tab
- 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.

Dashboard Register Students Enroll in Classes Invoice Attendance Scores **Events** Calendar Log Out

6. How to access the school calendar?

- Click on “Calendar” tab
- 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.**

Dashboard Register Students Enroll in Classes Invoice Attendance Scores Events **Calendar** Log Out

September 2025 today < >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21 First Day of School	22	23	24	25	26	27
28	29	30 Last Day of Registration	1	2	3	4
5	6	7	8	9	10	11