

# **Registration & Enrollment:**

**Admissions:** Al-Minhaal Academy welcomes students from diverse cultural and ethnic backgrounds, believing that such diversity serves to strengthen and enriches the school community. The school seeks students who are academically motivated and well-disciplined. Parents seeking admission of their children to the school should be genuinely interested in securing a quality academic and Islamic education for their children. Candidates for admission to the school are selected on the bases of the following factors:

1. Previous academic performance
2. School conduct
3. Minimum age requirement (from pre-school- KG)
4. Passing of the school placement exam
5. Personal interview
6. Family's commitment to educational excellence that and to meeting its financial obligation to the school

Please see enrollment packet for detailed admission policy.

## **Registration and Enrollment:**

- Tuition discount for siblings
- Tuition discount for staff children
- Financial assistance to needy families and we hope no Muslim child is left behind.

**Finance:** Quality education costs money. The state of NJ spends over \$8,900 per student on education while US average expenditure per student is more than \$10,600 per year. Tuition at Al-Minhaal Academy is less than 1/3 of the state average and less than most other Islamic schools its size. Every effort is made to keep down the cost of the tuition so that the school is affordable to many Muslim families as possible. Please contact the school office for its current tuition rates and discounts

## **Admission Policy:**

### **Nondiscriminatory Policy for Students**

Al-Minhaal Academy admits students of any race, color, nationality, and ethnic origin; it gives all rights, privileges, programs, and activities generally accorded or made available to the students at school. It does not discriminate on the basis of race, color, nationality, or ethnic origin in administration of its admission and educational policies, scholarship and financial aid programs, or athletic and other school administered programs.

### **Goals and Objectives**

1. To admit qualified students according to the Al-Minhaal Academy academic and behavioral standards.
2. To detect the readiness and compatibility of students joining the school program.
3. To detect achievement levels of students prior to admission.
4. To acquaint students and parents with the school policy, environment and expectations of both parents and students.

**The policy reflects unbiased and equal standards of admission to all applicants.**

### **Requirements for Admission:**

For any student to be admitted to the Academy, he/she must meet the following requirements:

1. **Documentation** – Complete the registration form in full and provide all documents (birth certificate, report cards, transfer records, immunization records and social security card). Students transferring from within a United States school system must submit at least the last two years' academic records including transfer grades and standardized tests. Students transferring from outside the United States must submit all academic records since kindergarten.
2. **Fees** – Pay all the non-refundable fees including registration -\$100 annually per child.
3. **Grades** – Transfer students seeking admission grades 1st through 6th must have an average of

4. 70% in each core subject. Transfer students seeking admission grades 7th and 8th must have an average of 80% in each core subject.
5. **Transcript** – High School students must provide a transcript reflecting an 80% average in each subject with the total number of credits required.
6. **Entrance Exam Minimum Score** – A minimum score of 70% is required for grades 1st through 6<sup>th</sup> in the admission test. A minimum score of 80% is required for grades 7th and 8th in the admissions test, which includes Math, English, Writing, Qu’ran, Islamic Studies and Salah. A minimum score of 85% is required for high school grades 9th through 12th in the admissions test, which includes Math, English, Writing, Qu’ran, Islamic Studies and Salah. Grades 5th and up must submit a writing sample to be scored, as well.
7. **Additional Requirements for grades 9th and up** – Students applying for admissions in grades 9<sup>th</sup> and up have to submit a 500 word essay on the topic on his/her academic achievements, extracurricular activities, community service and career goals for juniors/senior high school etc.
8. **Special Qur’an Test for Tahfeedh-** A high quality and unique Qur'an program which teaches students the Qur'an correctly along with proper Tajweed. Students memorize the Qur'an in 3-4 years. Students who apply for the Al-Minhaal Academy Qur’an Program should be capable of reading from the Mushaf. If not, they should first join the Arabic Program we provide. A screening exam will be held for all those who apply for the Tahfeedh Program.
9. **Interviews for grades 6th and up** – In addition, interviews for student seeking admission in grades 6th through 12th will require the submission of two letters of recommendation and at least one parent’s presence at the time of the interview.

10. **Admission Test** – The admission test will be administered only if the transfer student meets all the above requirements 1 to 4. The admission test level is determined by date of birth from Pre-K to 1<sup>st</sup> grade students and previous school records / date of birth for 2nd to 12th grade students.
11. **Age Limits** – Students applying for Kindergarten must be 5-years-old and for first grade must be 6-years-old by December 31st of the applicable academic year. Students entering a class must be no more than two years above the average class age.
12. **Internal Admission Exams KG/1st Grade** – All Pre-K and Kindergarten students, including current enrollees, must meet the age requirement and pass an admission exam to enter kindergarten and 1st grade, respectively. Current enrollees will be tested for kindergarten/first grade admission prior to the last day of school in Pre-K II/KG, respectively.
13. **Testing Dates** – All enrollees/admission candidates will be tested at times and dates set forth by the Academy. Testing will take place between the last week of April and throughout the summer break. The Academy will try to accommodate those students who are unable to be tested by the deadline.
14. **Admission Test Late Arrival Consequences** – If any admission candidate does not arrive on time for the test, the Academy reserves the right to decline his/her application for admission.
15. **High School Credits for students from Home school or International school environments**- Students coming to Al-Minhaal Academy from a home school or international school must have each high school credit validated through testing at Al-Minhaal Academy or other accredited institution. In order to validate credits in math, science, English, Arabic and social studies for home schooled or international students testing must be scheduled for the specific subject end-of-year exam after passing the general admissions testing. In the event that a student fails the specific subject exam,

he/she must schedule to take a second exam before the last day of the first-marking period. If the student fails the exam a second time, credit cannot be validated without taking that course at an accredited institution within one academic school year.

16. **Advanced Course Placement for all Transfer students** - All transfer students meeting the admissions requirements will be admitted automatically into a regular course. The student's performance in the first, twenty-two days of the marking period will determine if that student qualifies for placement in any advanced course. The student must maintain a 95 or above by the end of the first, twenty-two days of the marking period to qualify. Only then will the student have an option to transfer to an advanced class with the recommendation of the course teacher. Once the choice has been made, a student cannot go back to the regular course. The Pre-AP teacher will determine the final grade for that respective marking period. Grades obtained during the first twenty-two school days will be considered as a diagnostic instrument for further actions by the Pre-AP teacher.
  
17. **Home School Students Credit evaluation** – Parents who are home schooling students must submit documents and curriculum used in order to evaluate what grade a student may apply for admissions into the academy. This process may take up to 15 business days. All decisions are final. A home schooled student cannot be tested until a final decision is made. In order to avoid a delay in testing documents should be submitted in a timely manner.
  
18. **New Enrollee Probation** – New enrollees are on probation for their first full marking period with the Academy and may be dismissed from the Academy at any time therein for valid academic or disciplinary reasons.
  
19. **Behavioral Requirements** – Exhibit self-control.
  
20. **Acceptance Policies** – The parent's signature on the registration/re-enrollment form affirms acceptance of the current Academy policies. Parents will be notified of any policy change / amendment / addition the Academy adopts thereafter and will be given ten

business days (counting the first day but not counting the last) to review the amendments. Should the parents choose not to accept the handbook or object to the amendments within the ten day period, for whatever reasons Al-Minhaal Academy reserves the right to prohibit the student from attending school until the time the parent withdraws the student, signs the school policy, or the school board retracts the amendment.

21. **Admission Decision** – All admission decisions are final.

22. **Admission Acceptance Letter** – A prospective student is not considered fully accepted until he/she has been given an official admissions letter.

**Please be advised that students earn admission based on the above requirements, according to available seats, and the priorities on the next page.**

**Please be advised that the following categories of students earn admission based on the requirements, according to available seats, and the priorities on the previous page.**

1. Current students promoted and completing re-enrollment within the 10-day time frame allotted each year in February.
2. Current students retained and completing re-enrollment on time. No guarantee of re-enrollment if seats are not available after current students promoted.
3. New staff students require completion of waiting list process and available seats.
4. Waiting list students
5. General public admissions

### **Registration**

1. The following forms must be completely filled out and submitted prior to or on the day of testing:
  - a. Registration Form
  - b. Birth Certificate or Current Passport

- c. Social Security Card
  - d. Up-to-date Immunization Records
  - e. Current Report Card for grade student is currently in
  - f. Final Report Cards of last two grades completed
  - g. Previous School Records Request (if applicable)
2. The following original documents for the student must be submitted for verification prior to or on the date of testing:
- a. New Student Enrolment Acknowledgement Form
  - b. Emergency Card
  - c. Parental Authorization Form

**PLEASE NOTE: STUDENTS MAY NOT START SCHOOL UNTIL UP-TO-DATE  
IMMUNIZATION RECORDS ARE ON FILE.**