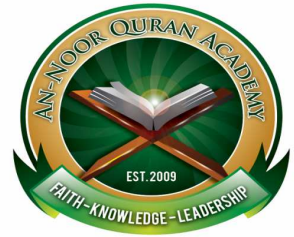


An- Noor School Admission Process:

- All new admissions and readmissions are handled by the admission team (Chief Administrator, Director and *Hifdh Lead*).
- Application is obtained from the Director's Office, online from the website, or from the prep class.
- Application is received back by the Director along with the application fee and required documents that should include copies of the last 2 (semester) report cards from the applicant's previous School.
- A serial number (such as 2018-1, 2018-2...) is assigned to each application.
- The application is reviewed by the director for completeness and readiness to proceed with interviews.
- The academic interview can take place at the same time the application is received or at a mutually agreed upon time.
- The Director will coordinate scheduling of the Quran test with the *Hifdh teacher* at a mutually agreed upon time.
- The Chief Administrator is notified of each new complete application. Behavior and parent questionnaire is updated by the Chief Administrator by meeting with the family. This recommendation is then forwarded to the Director.
- The Quran test will be observed by a *Hifdh teacher* or the *Hifdh Lead*. Quran test should have a log showing *surah/ayas* read, mistakes made, ability to read, and recommendation by the *Hifdh Lead*. A score of 70% or above is needed to qualify for admission. The Quran test result is forwarded to the Director.
- Once the admission team has completed the interview process, the Director, along with the Chief Administrator, then reviews the applicant's strengths and weaknesses and creates a final recommendation on acceptance or rejection.
- The parents are then informed of this decision through an acceptance email by the Director. Strengths and weaknesses of the child should be shared with the parents at this time and expectations set.

Procedure for handling complaints:

- The Director should deal with the complaints from parents for their child's rejection. Details of the criteria used to assess the applicants may be shared with the parents. Parents can meet with the Director at a designated time.
- If still unsatisfied, parents can be referred to the School Committee by the Director for resolution of their grievance. The School Committee is expected to support the decision of the admission team.



Criteria for Admission to An-Noor School:

- The application must be complete along with application fee.
- Other required documents:
 - Last 2 semesters Report Cards and standardized test scores
 - Copy of Birth Certificate
 - Copy of current immunization records
- The child must be at or above 3rd grade level.
- The admission test must be completed, including Quran skills, academic evaluation, behavior evaluation and parental commitment.
- The Quran test will focus on the following:
 - Reading ability
 - Reading fluency
 - Memorization skills
 - *Tajweed*
 - Islamic manners
 - Readiness and maturity

Probationary acceptance and other conditions:

- Initial admission to An-Noor School will be probationary. A decision to retain will be made within 4 months of initial enrollment
- Admission will be conditional if a student is felt to have a behavior issue.
- Vaccination record is required for all candidates before final acceptance
- An-Noor School reserves the right to deny a student admission based on the above mentioned criteria