

Dear Parents/Guardians,

Thank you for your interest in Mohammed Schools. We welcome students of any race, color, cultural, ethnic and socio-economic background who demonstrate commitment to the pursuit of moral and academic excellence. The Mohammed School System provides for its students an academic and social environment conducive to moral, spiritual and intellectual growth. The pursuit of knowledge and its application are considered the God-given right and obligation of every student.

Enclosed you will find the information you requested concerning enrollment for the upcoming school year. We urge you to read all information thoroughly, complete the application in its entirety and return it along with the other requested documents as soon as possible, All application forms and fees can be mailed to:

Mohammed Schools
735 Fayetteville Road
Atlanta, Georgia 30316

All fees (tuition, books, insurance, activity, etc,) must be paid in full prior to your child/children's admittance. If you have any questions at any time during the admission process, please contact the Registrar's Office between the hours of 8:00 a.m. and 4:30 p.m.

Sincerely,

The Registrar

ADMISSION'S POLICY

Records/Transcripts/Evaluations/Credentials

1. All transcripts from previous schools must be received by the Registrar's office within five business days after parent or guardian formally submits an application.
2. Recommendations, evaluations and all information request from principals, teachers and Counselors must be received before a student is considered officially enrolled,
3. Immunizations must be up-to-date and proof submitted before any student is admitted to class. NO EXCEPTIONS.

Parent/Student Interview

1. Student applicants will be interviewed.
2. Mother, father, or guardian of student will be interviewed in person.
3. Non-custodial parent will be interviewed if possible via telephone, in person, or in writing.

Entrance Period

1. Students must wait until the following term to enter if not accepted within four (4) weeks of current term.
2. Transfer students applying for admission after four weeks of any given term will be assessed on a case-by-case basis.

Academic Acceptance

1. All elementary 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 or must have been promoted to the next grade level from previous school at the end of the year.
3. To enter 9th grade, a student must have been promoted to the 9th grade by previous school.
4. A minimum of four credits is needed to enter 10th grade.
5. A minimum of nine credits is needed to enter 11th grade.
6. A minimum of fourteen credits is needed to enter 12th grade.
7. Students who do not have a grade point average of 2.0 will be given provisional acceptance for 4 to 6 weeks. To continue enrollment will be at the discretion of the school administration.
8. Students who have exhibited behavioral difficulty will be given provisional acceptance for 4 to 6 weeks. Continued enrollment will be at the discretion of the school administration.

Home School

1. All students up to the ninth grade, will be placed in the grade to which they are promoted by the school as indicated by the official transcript of an accredited program,
2. Parents must submit transcripts, evaluations, standardized test results maintained by accredited home school provider within seven days of filing an application.
3. Home-schooled students will be tested to assess appropriate placement if the provider is not accredited.
4. Parent must submit in writing an outline of the curriculum, test results, and evaluation of student's performance from the home school instructor.

Testing of New Students

1. New students in grades first through seventh (1st – 7th) will be given the standard school placement tests in reading and math,

ADMISSION CONDITIONS AND TERMS

1. This formal application for admission will not be considered complete until all of the following items have been received:
 - (a) Completed application and a non-refundable application fee of \$125. Each additional student applying requires a \$25 application fee.
 - (b) Official Certificate of Birth
 - (c) Georgia Certificate of Immunization (Form 3231)
 - (d) Certificate of Ear, Eye and Dental Examination
 - (e) Current Report Card or Official Transcript
 - (f) Standardized Test Scores
 - (g) Copy of Student's Social Security Card
 - (h) Two letters of recommendation, one from a present or former teacher the other from a counselor, principal, Imam (Minister) or Community Official **and** completion of teacher evaluation form in all subjects are required.
 - (i) A two-page essay (**Grades 5th – 12th**) on "Why I Want to Attend Mohammed Schools And What I Can Contribute."
2. Students are admitted for one year at a time, and the school reserves the right of suspension or dismissal at any time during the school year. Any student who persistently neglects work, who fails to meet academic standards, who exhibits inappropriate behavior, or fails to cooperate with school officials, may be asked to withdraw from school.

When you enroll your child you are doing so for the entire year based on a yearly tuition scale. All tuition is due on the 1st of each month and is considered late after the 5th.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Applicant Information

Applicant's (Legal) Name: First Middle Last _____			Preferred Name _____	
			<input type="checkbox"/> Male	
Date of Birth _____	Age _____	Social Security # _____	Promoted Grade _____	<input type="checkbox"/> Female
Street Address _____		City, State _____	County _____	Postal Code _____

Parent/Guardian Information

Parent/Guardian Full Name _____	Parent Full Name _____
Street Address _____	Street Address _____
City, State, Postal Code _____	City, State, Postal Code _____
Home Phone _____	Home Phone _____
Email Address _____	Email Address _____
Employer _____	Employer _____
Occupation _____	Occupation _____
Work Phone/Extension _____	Work Phone/Extension _____
<input type="checkbox"/> Send progress reports to this address?	<input type="checkbox"/> Send progress reports to this address?
<input type="checkbox"/> Send bills to this address?	<input type="checkbox"/> Send bills to this address?
<input type="checkbox"/> Are any siblings applying?	<input type="checkbox"/> Are any siblings current or former Mohammed Schools of Atlanta
Name/Age _____	Name/Age _____
Name/Age _____	Name/Age _____

Enrollment Release Records

TO:

School Name:

Full Address:

We request that all academic records (and the disciplinary records of the student listed below be released to:

Mohammed Schools
735 Fayetteville Road
Atlanta, Georgia 30316

K-8 Phone: 404-378-4219

K-8 Fax: 404-378-4600

HS Phone: 404-378-1042

HS Fax: 404-378-2113

STUDENT NAME

DATE OF BIRTH

SOCIAL SECURITY NUMBER

GRADE WHEN WITHDRAWN

Please include:

- ◆ Transcript
- ◆ Test Scores
- ◆ Custody Information
- ◆ Disciplinary Records
- ◆ EIP Information

Confidential records may include: Psychological Reports, Eligibility Reports, IEPs, Consent for Placement, Placement Meeting, and Staffing Minutes.

Parent/Guardian Signature

Date

PARENTAL INVOLVEMENT

Student's Name

Date of Birth

Student's Name

Date of Birth

We, the parents of the student(s) listed above, commit to serve as partners with the faculty, administration, parents, and students to achieve excellence in the educational goals for our children through active participation in the school's programs. As parents/guardians of the above mentioned student(s), I/We pledge to do the following:

1. Commit to six hours per month of volunteering time to the school; a total of 54 hours per year to be completed by April 15th. I/We understand if the volunteer hours are not met by the tuition due date my account will be assessed \$100 for each month the six hours have not been met.
2. Join and actively support the IPTSCA.
3. Strictly enforce the established uniform dress code as outlined in the student handbook.
4. Ensure that students arrive on time daily; all students must be in school by 8:00 a.m.
5. Check in at the office during each visit to school as required by law to ensure the safety of all students and staff.
6. Rigorously enforce the school's conduct codes and policies.
7. Encourage the completion of daily class work, homework, projects and other required assignments.
8. Be an informed parent by regularly monitoring school communications and giving appropriate feedback.
9. Ensure that students are picked up on time from school (3:30 p.m. for elementary students and 3:45p.m. for high school students) or any extracurricular activities.
10. Attend required parent/teacher conferences.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date