



# JAFERIA ISLAMIC SCHOOL

## REGISTRATION ACADEMIC YEAR 2018-19

Bismillah Hir Rahman Nir Raheem

Dear Parents/Guardians/Grandparents,

Assalaamu Alaykum,

Jaferia Islamic School (JIS) is pleased to announce the start of academic year 2018-19, under the guidance of *Sheikh Abdul Jalil Nawee*. All parents (new and returning) must complete the 2 step online registration process as instructed below-please read the entire document before starting.

### **ONLINE REGISTRATION OPENS NOW!!**

On-Site Registration will be held on Saturday, **August 25<sup>th</sup> at 9:30 A.M - 12:30 P.M.**  
& **Sunday August 26<sup>th</sup> 2018 at 9:30 A.M – 11:30 AM in the JIS Office (basement).**

Registration and fee payment must be completed by **August 26<sup>th</sup>, 2018** for your child to be eligible for enrollment. Parent Orientation and First day of school is **August 26<sup>th</sup> 2018**.

### **PLEASE DO NOT ASSIGN LEVEL/CLASS DURING ONLINE REGISTRATION**

#### **A. New Student Enrollment:**

1. Please click on “**New Parent Registration**” from the link/page below and fill out the form completely. (Copy and paste the link in your browser)

<http://tinyurl.com/ydcsthtj>

2. **Complete fee payment** – Await approval of admissions from JIS Administration. Once your child is registered, you will receive username and password to access the Orbund online portal, follow the steps below to make payment:

- a) Payment can be made via credit card or PayPal using Orbund Online Portal by selecting “Payment & Invoice” option under “Tuition & Fees” menu item.
- b) Enter amount you have to pay under “Payment Schedule” and click on “Make Payment” button.
- c) Orbund Site will direct you to PayPal Direct Billing Page where you will complete your payment process.

(Please see attached document with screenshots for detailed instructions)

**B. Existing Parent with A New Student Enrollment:**

1. Login to Orbund Online Portal with your credentials using the link below (Copy and paste the link in your browser)

<http://tinyurl.com/ydcsthtj>

***(JIS Admin will send out a separate email to all existing parents with their username and password to log into your account. If available use your past credentials)***

Please review all pre-populated fields on the form carefully, enter missing information and make updates where necessary. You will be prompted to enter your new student information towards the end.

2. **Complete fee payment**

- a) Payment can be made via credit card or PayPal using Orbund Online Portal by selecting "Payment & Invoice" option under "Tuition & Fees" menu item.
- b) Enter amount you have to pay under "Payment Schedule" and click on "Make Payment" button.
- c) Orbund Site will direct you to PayPal Direct Billing Page where you will complete your payment process.

(Please see attached document with screenshots for detailed instructions)

**C. Returning Student Enrollment:** (Most families will fall under this category).

Please follow the instructions carefully.

1. Login to Orbund Online Portal with your credentials using the link below (Copy and paste the link in your browser)

<http://tinyurl.com/ydcsthtj>

***(JIS Admin will send out a separate email to all existing parents with their username and password to log into their account. You can also use your past credentials)***

Please review all pre-populated fields carefully on the form, enter missing information and make updates where necessary.

2. **Complete fee payment –**

- a) Payment can be made via credit card or PayPal using Orbund Online Portal by selecting "Payment & Invoice" option under "Tuition & Fees.
- b) Enter amount you have to pay under "Payment Schedule" and click on "Make Payment" button.
- c) Orbund Site will direct you to PayPal Direct Billing Page where you will complete your payment process.

(Please see attached document with screenshots for detailed instructions)

**Important information about the Enrollment Process?**

**Pre School:**

We have a limited number of seats. Admission will be on a “first come first serve” basis. Your Child must be 4 years old as of September 1<sup>st</sup>, 2018 (**No Exceptions**).

**Level 1:**

We have a limited number of seats. Pre-K students from academic year 2017-18 will have first preference. New registrations will be based on number of seats available. Your Child must be 5 years old as of September 1<sup>st</sup>, 2018 (**No Exceptions**).

**All Parents who will be enrolling their kids in either Pre-School or Level 1 are required to email us a copy of their child's birth certificate at [helpjis@gmail.com](mailto:helpjis@gmail.com)**

**Level 2-5:**

Child assessment for grade (level 2-5) placement will be done on first day of school according to the age and class capacity. **Await confirmation of admission from JIS admin.**

**Level 6 and up:**

Child assessment for grade (level 6 and above) placement will be done on first day of school i.e. August 26th 2018. **Await confirmation of admission from JIS admin.**

**IJI Membership-** Members of Idara-e-Jaferia get a discounted tuition rate. We will be checking membership rolls for members in good standing at the time of registration. We encourage all non-members to apply for membership.

For more information or questions, please contact the following individuals:

**Sr. Zainab F. Khan-** JIS Principal  
[zainabkhan786@gmail.com](mailto:zainabkhan786@gmail.com)  
(443) 812-0905

**Br. Sarfaraz A. Hasni-** JIS Administrator  
[hasnisarafaraz70@gmail.com](mailto:hasnisarafaraz70@gmail.com)  
(631) 617-4181

**Sr. Naseem Maknojia** - JIS Vice Principal  
[naseem.maknojia@gmail.com](mailto:naseem.maknojia@gmail.com)  
(703) 340-0786

For All Technical Support Issues, please send an email to Sr.Tehseen Sabir (JIS Sub-Admin) at [helpjis@gmail.com](mailto:helpjis@gmail.com)

Jazak'Allahu Khair,

With duas,

JIS Administration  
([JISnotify@gmail.com](mailto:JISnotify@gmail.com))