



Registration Process (Step-by-Step Guide)

Thank you for your interest in enrolling your child at Hamza Academy.

Please review and follow the steps below to help ensure a smooth and successful registration process.

Step 1 — Application Pickup & Submission Instructions

1. Pick Up an Application Packet

Application packets are available at the school's main office during regular office hours.

2. Complete the Application

Fill out the entire application form carefully and accurately.

Please ensure all sections are completed before your scheduled appointment.

3. Schedule an Appointment

Call the school's main office to schedule an appointment to submit your completed application.

Walk-ins may not be accepted to ensure each family receives proper assistance.

4. Prepare Required Documents

Gather and attach all required documents. *Please refer to the Required Documents List.*

5. Final Review

Double-check your application packet before your appointment.

Incomplete forms or missing documents may delay processing or require rescheduling.

Step 2 — Pay the Enrollment Fee

A total of \$425 is required at the time of application submission:

- \$25 — Non-Refundable Application Processing Fee
- \$400 — Resource Fee

Payment can be made by cash or check.

Step 3 – Receive Confirmation of Submission

Once the office receives both, your completed application, and the enrollment fee, you will be issued a receipt confirming submission.

Step 4 – Scheduling the Placement Test / Screening

Within a few days after submitting your registration form, the school office will contact you to schedule one or more of the following, depending on your child's grade level:

- **Placement Test**
- **Screening**
- **Interview**

Purpose of the Placement Test: The placement test helps determine whether your child is prepared for the grade level for which they are applying. It evaluates previously learned skills, not new material.

Skills Assessed (Grades K–8)

- **Math**
 - **Reading**
 - **Writing**
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Step 5 – Assessment Day Instructions

On the day of your child's scheduled test or screening, please keep the following guidelines in mind:

✓ **Arrive on time:** Punctuality is important. Late arrivals may need to be rescheduled to ensure assessments are conducted properly and without disruption.

✓ **Prepare your child :** Help your child understand what to expect. The assessment will take approximately 45 minutes to 1 hour, depending on the child's:

- **age**
- **grade level**
- **familiarity with the content**
- **overall work habits**

Reassure your child that the assessment simply measures skills they have already learned.

✓ **Parent waiting procedure :** Parents/guardians will be asked to leave the premises while the child completes the assessment independently. You will be contacted when your child is finished and ready for pick-up.

✓ **Separate testing days:** Please note that Math and Reading/Writing assessments are scheduled on separate days. You will be informed of the specific dates and times for each part of the assessment.

Step 6 — Receive Assessment Results

You will be contacted within 2–3 business days after the assessment with your child’s results.

Step 7 — Acceptance or Next Steps

If the child passes the test/screening/interview:

- Your child will be accepted and placed in the appropriate grade level.
- You will receive an acceptance email along with a welcome package containing further instructions, next steps, and required forms.
- The office will guide you through the remaining steps to complete enrollment.

If the child does not pass:

- **The \$400 resource fee will be refunded.**
- **No further action will be taken unless you choose to follow up.**

However, you are welcome to:

- Discuss the test results with us, and/or
- Request a re-evaluation or additional guidance.

We are pleased to welcome new families and look forward to partnering with you in your child’s educational journey!