



INDIANA STATE BOARD OF EDUCATION

MEMORANDUM

TO: Indiana State Board of Education
FROM: Brian Murphy, Chief of Staff
RE: Freeway Accreditation – Al-Haqq Foundation Academy
DATE: July 5, 2018

Recommendation: Approve Al-Haqq Foundation Academy’s (“AHFA”) petition for freeway accreditation, effective July 11, 2018 for a five-year freeway contract beginning with the 2018-19 school year.

Request for Freeway Accreditation

AHFA petitions the SBOE for freeway accreditation starting in its *second* year of operation - the 2018-19 school year. IC 20-26-15-13(d) and (e) state that:

- (d) The state board shall accredit a nonpublic school that:
 - (1) becomes a freeway school under this chapter; and
 - (2) complies with the terms of the contract.
- (e) The state board may accredit a nonpublic school under this section at the time the nonpublic school enters into the contract....

Overview

AHFA’s first year of operation was the 2017-2018 school year. The school is located in Indianapolis, Indiana at 5526 Georgetown Road. The school served about 13 students last year in PK-2, with 5 of those students in grades K-2. AHFA projects expansion this coming year.

School Leader, Faculty, and Board

AHFA has three members serving on its board of directors – Muhammad Ndiaye, President; Ahmed Siddiqui, Secretary; Aliyu Adamou; and Ayouba Maizama Gaya. The school employs Tamala Baker as the administrator, and Muhammad Ndiaye also serves as Board Liaison, and Arabic & Islamic Studies teacher. Additional personnel are Aisha Ameen - kindergarten teacher, Aminata Assane - prekindergarten teacher, and Mahmoud Abdel Rahman - first grade Teacher. The school has plans to add about four positions.

Academics

AHFA utilizes a curriculum aligned to Indiana Standards, teaches computer literacy, and offers students an option of original teaching materials in Arabic. AHFA also provides religious instruction in Islamic that includes teaching students to be good citizens, exhibit proper manners,



INDIANA STATE BOARD OF EDUCATION

and to display commendable character. AHFA gives students the opportunity to learn the Qur'an if their parents so desire.

Support

AHFA has supports through its affiliation with the Al-Haqq Foundation mosque, which is located next to the school.

Attachments

Attached to this memo you will find the following: 1) a business plan; 2) a budget from 2017-18; 3) a projected budget for 2018-19; 4) a student/parent handbook and application forms; 5) curriculum information; 6) daily schedule; 7) 2017-18 and 2018-19 school calendars; 8) IDOE letter assigning AHFA a school number; 9) kindergarten placement test information; 10) resumes; and 11) the building layout.

**Al-Haqq Foundation
Academy
Business Plan**

TABLE OF CONTENTS

Table of Contents.....	1
Executive Summary	2
Mission Statement.....	2
Vision Statement.....	3
Values Statements.....	3
School Description.....	3
Board Members.....	3
Job Descriptions.....	3
SWOT Analysis.....	5
Market Analysis	6
Marketing Strategy.....	7
Start-up Budget.....	7
Start-up Capital.....	7
Income Strategy.....	7
Conclusion.....	8

EXECUTIVE SUMMARY

Al-Haqq Foundation Academy will be a primary school of knowledge and human development that will be located at 5526 Georgetown Rd Indianapolis, Indiana. We will be located on the Westside of Indianapolis next to Al-Haqq Foundation mosque which is surrounded by residential neighborhoods. Al-Haqq Foundation Academy will be client-focused and result-driven primary school that will provide broad-based learning approaches and experience at affordable fees.

We will offer standard and professional teaching services in a highly secured and rich learning environment for our students. We will make sure to work hard to surpass our students' and parents expectations and educational goals when they enroll in our school. As a primary school, we will work to offer our students with the core requirements needed to transition to the middle school level successfully. Al-Haqq Foundation Academy will aim to provide a diverse environment for students to grow up within and to give them an open mind to the world around us. Al-Haqq Foundation Academy will offer more than just Math and English classes with an option for the teaching of the Arabic language; we will offer memorization and understanding of the Qur'an for the students whose parents desire them to learn the Islamic religion.

Our learning platforms will be diverse to all types of people of all walks of faith. We will make sure the school is open to people with learning disability and physical disability. We desire to make our private school one of the top accepting, welcoming, diverse, and open-minded primary schools in Indiana. Al-Haqq Foundation Academy will offer services such as:

- Teaching basic literacy and numeracy
- Establishing foundations in science, mathematics, geography, history and other social sciences
- Constantly working hard to meet and maintain regulatory accreditation standards
- Teaching Islamic Science
- Day Care
- Administering financial services support
- Family services consultation

MISSION STATEMENT

Al-Haqq Foundation Academy aims to educate, empower, and challenge our students to realize their full potential as individuals, citizens and leaders of the world while pursuing a life-long quest for intellectual evolution by providing a secure and comfortable facility in partnership with students, staff, families and our community where students may gather for the purpose of learning regardless of race, nationality, Religion, ethnicity or gender. Our mission is to pursue knowledge, purpose, freedom, justice, and righteousness in a peaceful and caring environment; and to serve and to interact with the community-at-large for the betterment of humanity in accordance with the Standards set forth by the United States of America and defined by the State of Indiana.

VISION STATEMENT

Al-Haqq Foundation Academy's vision is to create a thriving, engaging, challenging, and inspiring educational environment that makes sure every student achieves his or her maximum potential and to produce self-driving learners, confident, and to mold our future leaders.

VALUES STATEMENT

Al-Haqq Foundation Academy has six main values. Learning - supporting a learning environment that motivates students to strive for greatness, Diversity – creating an environment that welcomes everyone, Integrity – conduct ourselves with honesty and responsibility, innovative – challenging ourselves to create unique ideas and innovative solutions in a technology rich environment, respect – create a school environment that appreciates the values of students, families, colleagues, and culture, and service – dedicate ourselves to delivering excellent service in a timely manner.

SCHOOL DESCRIPTION

We will build Al-Haqq Foundation academy based on these following business structure.

- Board Members
- School Administrator
- Or Principal and Secretary*
- Teachers
- Janitors
- Maintenance (as needed)
- Security Officers

* The Administrator position may become too burdensome for one person as the school increases enrollment. In that case, the position would be split into two separate and distinct roles as so named.

BOARD MEMBERS

- Muhammad Ndiaye, President
- Ahmed Siddiqui, Secretary
- Aliyu Adamou, Member
- Ayoub Maizama Gaya, Member

SCHOOL ADMINISTRATOR ROLE

- Oversees the functioning of the daily activities of the private school.
- Responsible for overseeing the administrative tasks for the Teachers
- Maintains office, teaching, and hygienic supplies by checking stocks; placing and expediting orders; evaluating new products.
- Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs.
- Designs job descriptions to drive performance management for teachers

- Defines job positions for recruitment and managing interviewing process
- Responsible for training, evaluation and assessment of employees
- Updates job knowledge by participating in continuous educational opportunities
- Performs induction for new team members and out-processing of exiting team members
- Produces professional publications and correspondence
- Maintaining promotional networks
- Participating in professional organizations
- Responsible for arranging field trips and programs
- Responsible for scheduling appointments key stakeholders to review the effectiveness of the school

TEACHERS

- Teaching appropriate social interaction skills
- Teaching basic literacy and numeracy
- Establishing foundations in science, mathematics, geography, history and other social sciences
- Effectively teach subjects as assigned by the school administrator
- Assesses the progress of students
- Communicate with parents regarding their student's progress
- Contributes to promote the growth of the school
- Ensure that students abide by the rules and regulations of the school
- Handles any other duty as assigned by the School Administrator.

JANITOR

- Dust all the classrooms, hallways, and conference room
- Vacuum the school classrooms, hallways, and conference room
- Sweep and mop the bathrooms and gymnasium floors
- Clean and disinfect bathroom and kitchenette surfaces
- Removes debris from outside the school efface and around doors
- Keeps Administrator aware of availability of bathroom supplies
- Handles any other duty as assigned by the School Administrator

SECURITY OFFICER

- Ensures that the school facility is secured at all times
- Controls traffic in front of the school
- Directs parking
- Any other duty as assigned by the School Administrator.
- Gives security advice to staff members as needed

SWOT ANALYSIS

Al-Haqq Foundation Academy Administration conducted a SWOT analysis and compiled the following information received from the results:

- **Strengths:**

Our core strength lies in the power of our workforce that has excellent qualifications and experience in primary education. Our workforce is more focused on the success of the school and the education of the students than salaries. We are well positioned between multicultural residential communities. Many of our neighbors are Muslims or are acquainted with people of the Islamic faith. The mosque that the school will be next to has a loyal community who would be willing to enroll their children. In fact many of these community members have asked for this school to open. Private schools tend to have a reputation of some of the highest student test scores.

- **Weaknesses:**

As a new private school in Indianapolis, Indiana, our major weakness is being recognized as an affordable choice for parents. Also, starting out, we won't have accreditation. We don't have the funding capital to offer in-house financial assistance to needy families. Considering the current political climate, being a school that offers the Arabic language and Islamic science as part of the curriculum may not appeal to some parents and neighbors.

- **Opportunities:**

The opportunities for development and growth of the school lies in the growth of the city's population. Our school will be private rather than public or charter, offering parents a choice that is unbound by cookie-cutter type education choices of other school systems. Our school can provide the opportunity for the students to keep learn, explore, and discover knowledge according to their own learning style.

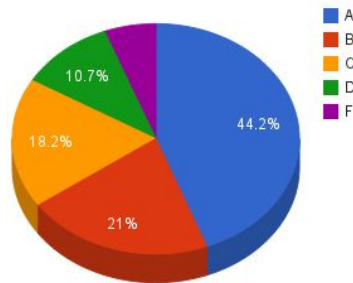
- **Threats:**

Every new school is a new business and every business faces the challenges of community buy-in and participation, balancing expenditures with the budget, slow or non-growing enrollment, and maintaining adequate and loyal employees. An economic downturn may cause parents to have to choose basic necessities over private education for their children. There is the possibility for another school to open in our area and existing competitors may also be threats.

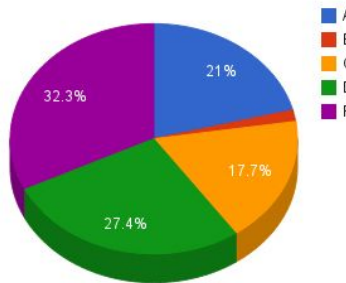
MARKET ANALYSIS

Indiana's 2013 A-F Ratings

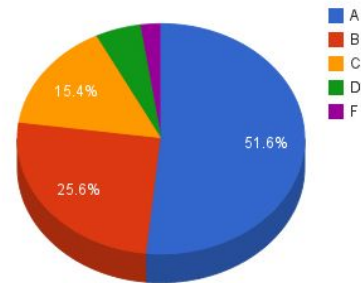
All Public Schools



Charter Schools



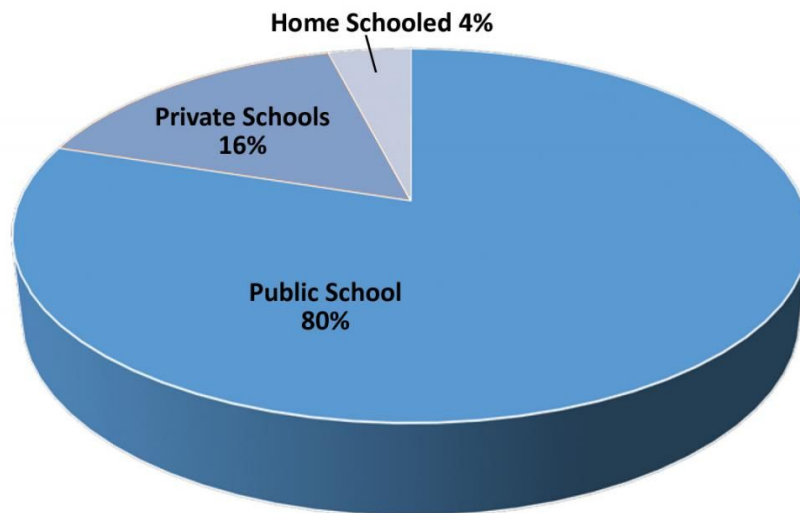
Private Schools



GRAPHIC BY KYLE STOKES / STATEIMPACT INDIANA / GOOGLE DRIVE / IDOE DATA

- **Market Trends**

The demand for private schools is driven by the fact that many public schools and most charter schools cannot academically compete as exemplified by the standard test scores grades in the pie charts above. Though the majority of families still choose public education, private schools are definitely more viable choices than homeschooling.



- **Our Target Market**

As a primary school of Islamic education choice, Al-Haqq Foundation Academy is going to offer innovative educational services and practices that will make us competitive among other early education institutions. We will not only target Muslim families, but we'll also recruit students of all races, nationalities, religions, and economic statuses.

MARKETING STRATEGY

The Board members of Al-Haqq Foundation Academy understand the importance of marketing and branding. The more that the school's name is heard and its logo is seen, the more interest will be generated. The goal is to become the nectar that draws the bees. The marketing and advertising strategies that will be utilized are, but not limited to, as follows:

- Print, post, and distribute promotional flyers where permissible
- Encourage friends, family, parents and community members to employ word-of-mouth and social media promotions
- Utilizing social media platforms such as Facebook, Twitter, Instagram, etc. for low to no-cost advertising
- Introduce our private school to neighbors and members of neighboring communities via letters and brochures
- Registering the Academy with reputable organizations such as Guidestar and obtaining and maintaining memberships with relevant associations for networking
- Attend relevant educational expos, business seminars, and educational fairs
- As funding allows, advertising online via Google Adwords, which places text and video advertisements on websites with related contents, and alongside results from search engines.

START-UP BUDGET

The start-up budget will be considerably greater than our expected annual operating and maintenance budget. The start-up budget will include the cost of construction, licensing and permits, hvac, classroom and facility equipment, classroom and facility supplies and materials as well as staff and faculty salaries. A detailed description of the start-up budget is available upon request.

START-UP CAPITAL

Because Al-Haqq Foundation has a positive reputation in the community and member parents requested the primary school to be created, many of them are willing to become financial supporters. The Board has been in contact with someone who has a very large social media following of people who are individually anonymously philanthropic. Many of them will donate to a properly worded pleas to support private education choice on GoFundMe. We also plan to hold dinners and invite internationally known speakers who have extensive experience fundraising experience to motivate donors.

INCOME STRATEGY

Al-Haqq foundation will also generate income through the tuitions that will be collected from the parents of the students. Once accreditation is achieved, we plan to apply to receive scholarship vouchers and tax credits from the governing bodies to help make the school affordable to lower-income parents.

In this technology-forward world, there are people who enjoy innovation in payment processing. However, there are also those who prefer to conduct business in more traditional ways.

Therefore, we shall accept as instruments of payment cash, checks, money orders, debit and credit cards. We also have a Mohid Kiosk where parents can set-up automatic recurring payments. As we update our administrative software, we anticipate being able to receive tuition payments via iPay and Google Pay.

CONCLUSION

Al-Haqq Foundation Academy, a school of primary knowledge and human development, will open in August of 2017. We plan to serve the families of the neighboring residential areas as well as the members of the community of our sister mosque. We have enlisted the services of professionals from the demolition of the storefront to the actual teaching of the children. We plan to learn from our challenges and turn them into successes. We will acquire and use resources in the most fiduciary responsible manner. The goal is to produce students who are eager to become high achievers and assets to their community as they continue forward through their student and professional careers. We are not going to reinvent the wheel; we just going to give the people a choice for a better one.

AL-HAQQ FOUNDATION ACADEMY START-UP BUDGET (Includes Operations & Maintenance for 1 Year)

STAFF SALARIES					HRS/DY: 7		DYS/YR: 304		CONSTRUCTION COSTS ESTIMATES TO INCLUDE ARCHITECT WILL BE PROVIDED BY SUBJECT MATTER EXPERT.			
TEACHERS					HOURLY			MONTHLY		ANNUALLY		
ADMINISTRATION					HOURLY			MONTHLY		ANNUALLY		
KINDERGARTEN	\$	11.75	\$	2,500.40	\$	25,004.00						
1ST GRADE	\$	11.75	\$	2,500.40	\$	25,004.00						
2ND GRADE	\$	11.75	\$	2,500.40	\$	25,004.00						
TOTAL	\$	35.25	\$	7,501.20	\$	75,012.00						
					ROUGH ESTIMATE IS					\$ 150,000.00		
					EQUIPMENT			*DESKS & CHAIRS for 6 CLASSROOMS				
								QTY		\$/UNIT		
					*DESKS			6	\$	353.60	\$ 2,121.60	
					*CHAIRS			6	\$	66.88	\$ 401.28	
					EXEC. CHAIRS			2	\$	295.00	\$ 590.00	
					SECTY DESK & HUTCH			1	\$	1,476.34	\$ 1,476.34	
					EXEC. DESK			1	\$	4,603.26	\$ 4,603.26	
					STUDENT DESKS			150	\$	57.99	\$ 8,698.50	
					WHITE BOARDS			5	\$	112.00	\$ 560.00	
					LECTERN (for Assemblies)			1	\$	270.00	\$ 270.00	
					BULLETIN BOARDS			8	\$	38.99	\$ 311.92	
					VISITOR CHAIRS			14	\$	77.38	\$ 1,083.32	
					LAB TABLES			10	\$	213.99	\$ 2,139.90	
					CONFERENCE TALES			2	\$	297.00	\$ 594.00	
					COPIER RENTAL (Monthly)			12	\$	376.40	\$ 4,516.80	
					UTILITIES, Wi-Fi & PHONES			12	\$	2,200.00	\$ 26,400.00	
					CAFETERIA TABLES			10	\$	919.00	\$ 9,190.00	
					2" MATS			30	\$	26.95	\$ 808.50	
					TREEHOUSE/ SLIDE /SWING			1	\$	1,000.00	\$ 1,000.00	
					REFRIGERATOR			1	\$	1,800.00	\$ 1,800.00	
					STOVE /OVEN			1	\$	800.00	\$ 800.00	
					DISHWASHER			1	\$	1,600.00	\$ 1,600.00	
					PORTABLE FOOD BAR			1	\$	2,096.00	\$ 2,096.00	
					DRINK COOLER			1	\$	1,160.00	\$ 1,160.00	
					PREP TABLE (STEEL)			1	\$	800.00	\$ 800.00	
					DEEP FREEZER			1	\$	2,000.00	\$ 2,000.00	
					FOOD TRAYS			100	\$	1.99	\$ 199.00	
					TOTALS					\$ 75,220.42		
					TOTAL					\$ 11,642.92		
SUPPLIES												
* MEDICAL GRADE SPRAY DISINFECTANT **BIO HAZARD CLEAN UP SOLUTION ***MEDICAL GRADE HAND SOAP ****DISINFECTING												
					AMT		UNIT		\$/UNIT			
*DISINFECTANT		10	GAL	\$	4.99	\$	49.90					
**CLEAN UP		80	OZ	\$	1.38	\$	110.40					
***SOAP		10	GAL	\$	4.99	\$	49.90					
**** GENERAL PURPOSE CLEANER		20	GAL	\$	6.99	\$	139.80					
HAND SANITIZER (LITER)		50	LITER	\$	2.60	\$	130.00					
FIRST AID KIT		3	EACH	\$	19.99	\$	59.97					
BURN CARE KIT		1	EACH	\$	49.99	\$	49.99					
RUBBER GLOVES		4	500/BOX	\$	24.99	\$	99.96					
TOILET TISSUE		540	24/CT	\$	6.97	\$	3,763.80					
PAPER TOWELS		360	24/CT	\$	19.97	\$	7,189.20					
FOOD CONTAINERS		5	500/CT	\$	36.54	\$	182.70					
					TOTAL		\$		11,642.92			
MATERIALS BASED ON STUDENTS AND TEACHERS												
CURRICULUM		STUDENTS				TOTALS		REGULATORY FEES, APPLICATION FEES, FILING FEES, INSPECTIONS, PERMITS AND MISCELLANEOUS EXPENSES				
		PRE-K	K	1ST	2ND							
ENGLISH	\$	1,085.35	\$ 2,369.73	\$ 4,160.00	\$ 2,448.03	\$	10,063.11					
SOCIAL STUDIES	\$	256.10	\$ 529.25	\$ 826.30	\$ 834.90	\$	2,446.55					
SCIENCE	\$	-	\$ 242.90	\$ 447.90	\$ 447.90	\$	1,138.70					
MATH	\$	820.18	\$ 1,186.50	\$ 1,876.00	\$ 1,186.50	\$	5,069.18					
ISLAMIC STUDIES	\$	5.00	\$ 20.00	\$ 14.00	\$ 14.00	\$	53.00					
TOTALS	\$	2,166.63	\$ 4,348.38	\$ 7,324.20	\$ 4,931.33	\$	18,770.54	*GRAND TOTAL \$ 409,045.52				
					*ALL ITEMS ARE SUBJECT TO AVAILABILITY, BULK PURCHASING, AVAILABILITY OF DISCOUNTS AND TAX-EXEMPTION AND DONATIONS.							

AL-HAQQ FOUNDATION ACADEMY BUDGET 2018-2019

STAFF SALARIES		HRS/DY: 7	DYS/YR: 304		
TEACHERS					
		HOURLY	MONTHLY	ANNUALLY	
PRE-K		\$ 12.00	\$ 2,553.60	\$ 25,536.00	
KINDERGARTEN		\$ 12.00	\$ 2,553.60	\$ 25,536.00	
1ST GRADE		\$ 12.00	\$ 2,553.60	\$ 25,536.00	
2ND GRADE		\$ 12.00	\$ 2,553.60	\$ 25,536.00	
TOTAL		\$ 48.00	\$ 10,214.40	\$ 102,144.00	
ADMINISTRATION					
		HOURLY	MONTHLY	ANNUALLY	
ADMINISTRATOR		\$ 12.00	\$ 2,553.60	\$ 25,536.00	
ACCOUNTANT (Payroll & Taxes)				\$ 5,000.00	
TOTAL		\$ 12.00	\$ 2,553.60	\$ 30,536.00	
MONTHLY EXPENSES					
		MONTHLY	ANNUALLY		
ELECTRICITY		\$ 1,800.00	\$ 21,600.00		
GAS & WATER		\$ 1,800.00	\$ 21,600.00		
TELEPHONE & INTERNET		\$ 187.00	\$ 2,244.00		
MAINTENANCE		\$ 300.00	\$ 3,600.00		
ALARM MONITORING		\$ 38.00	\$ 456.00		
LAWN CARE		\$ 50.00	\$ 600.00		
PRINTER/COPIER LEASE		\$ 127.00	\$ 1,524.00		
TOTAL		\$ 4,302.00	\$ 51,624.00		
SUPPLIES					
		AMT	UNIT	\$/UNIT	
HAND SOAP		10	GAL	\$ 4.99	
CLORINE SANITIZER		10	GAL	\$ 4.95	
FIRST AID KIT		3	EACH	\$ 9.99	
RUBBER GLOVES		4	500/BOX	\$ 24.99	
TOILET TISSUE		540	24/CT	\$ 6.97	
PAPER TOWELS		10	2500/CT	\$ 23.87	
GARBAGE BAGS		12	80/CT	\$ 19.97	
COPIER PAPER		50	REAMS	\$ 5.47	
INK & TONER		15	EACH	\$ 72.46	
TOTAL				\$ 5,831.87	
MATERIALS BASED ON STUDENTS AND TEACHERS					
CURRICULUM	STUDENTS				TOTALS
	PRE-K	KG	1ST	2ND	
ENGLISH	\$ 275.00	\$ 750.00	\$ 600.00	\$ 550.00	\$ 2,175.00
SOCIAL STUDIES	\$ 63.00	\$ 325.00	\$ 207.00	\$ 220.00	\$ 815.00
SCIENCE	\$ -	\$ 200.00	\$ 110.00	\$ 110.00	\$ 420.00
MATH	\$ 267.00	\$ 185.00	\$ 250.00	\$ 75.00	\$ 777.00
ISLAMIC STUDIES	\$ 15.00	\$ 75.00	\$ 50.00	\$ 15.00	\$ 155.00
TOTALS	\$ 620.00	\$ 1,535.00	\$ 1,217.00	\$ 970.00	\$ 4,342.00
*GRAND TOTAL			\$	194,477.87	
*ALL ITEMS ARE SUBJECT TO AVAILABILITY, BULK PURCHASING, AVAILABILITY OF DISCOUNTS AND TAX-EXEMPTION AND DONATIONS.					



AL-HAQQ FOUNDATION ACADEMY

5526 Georgetown Road

Indianapolis, IN 46254

Phone: (317) 929-1700

2018-2019 REGISTRATION FORM							
FAMILY INFORMATION							
Family Name					Home Phone		
Home Address				City		Zip Code	
Mother's Full Name		Cell Phone		Work Phone		Email Address	
Father's Full Name		Cell Phone		Work Phone		Email Address	
Student Information							
Student Name	Gender	Birthdate	Entering Grade	Allergies	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Reg. Amount Due: \$
Student Name	Gender	Birthdate	Entering Grade	Allergies	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Reg. Amount Due: \$
Student Name	Gender	Birthdate	Entering Grade	Allergies	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Reg. Amount Due: \$
Student Name	Gender	Birthdate	Entering Grade	Allergies	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Reg. Amount Due: \$
			Total Registration Amount				\$

School Hours: 8:30 a.m. to 3:45 p.m. Monday through Friday

Before Care: 6:00 a.m. to 8:30 a.m. After Care: 3:45 p.m. to 6:00 p.m. Monday through Friday

Tuition, Registration and Fees:

Registration Fees (Non-refundable)

- New Student: \$100 + 1st Month's Tuition
- Re-enrollment Discount: \$50 + 1st Month's Tuition

Bus Service (Non-refundable)

- Pick-up and Drop-off: \$100 per month
- Pick-up ONLY or Drop-off ONLY: \$50 per month

Bus service fees are fixed regardless of the number of days used or start date. Bus Service payment is due at the beginning of the month with tuition for that month. Cancellation of Bus Services starts upon date requested, but fees will be canceled at the beginning of the next month.

This announcement must not be construed as admission until the administration reviews your child's records and a formal admission letter is granted.



AL-HAQQ FOUNDATION ACADEMY

5526 Georgetown Road

Indianapolis, IN 46254

Phone: (317) 929-1700

Tuitions include textbooks, workbooks, and copies only and are not refundable.

Families that do not qualify for scholarships or grant may see our Financial Counselor for assistance.

- Day Care:** \$6000 annually or \$600 per month
- Pre-K:** \$5000 annually or \$500 per month
- Kindergarten:** \$5000 annually or \$500 per month
- Grades 1-2:** \$5000 annually or \$500 per month

Before & After Care (Non-refundable)

- AHFA Students Before and After Care: \$200 per month
- AHFA Students Before Care ONLY or After Care ONLY: \$100 per month
- non-AHFA Students* Before and After Care: \$50 per week
- non- AHFA Students* Before Care ONLY or After Care ONLY: \$25 per week

*Parents of non-AHFA student are solely responsible for ensuring that their children get to and from their assigned school.

Note: No multi-student discount is available. Tuitions and Fees posted are accurate as of the academic year listed. Additional fees may be required for school logo materials, laboratory work or field trips. Al-Haqq Foundation Academy reserves the right to adjust tuitions and fees as needed at the beginning of each school year. Balances remaining at the end of the school year must be paid by parents before grades are released and before student can be moved to the next grade level. All tuitions/fees paid are final and non-refundable.

FAMILY PAYMENT CHART

Child's Name				
Grade				
Registration				
Bus Service				
Before Care / After Care/ Both (Circle One)				
Total Amount Due				

Bounced Check Fee: \$40 per incident

Late Tuition Payment Fee: \$10 (due with Tuition on the 6th Day)

**If not paid by the 10th day, your child may be removed from enrollment until payment is made

Parent Signature: _____ Date: _____

This announcement must not be construed as admission until the administration reviews your child's records and a formal admission letter is granted.



AL-HAQQ FOUNDATION ACADEMY

5526 Georgetown Road

Indianapolis, IN 46254

Phone: (317) 929-1700

DOCUMENTS NECESSARY FOR REGISTRATION OF ALL STUDENTS

- Completed Enrollment Application
- Birth Certificate (English)
- Immunizations (Shots Record)
- Financial Information
 - Last Year's Tax Return, Proof of Income for 90 days,
 - Lease/ Rental Contract or Mortgage/ Purchase Agreement
 - Utility Bills (Gas & Water/ Electric)
 - FSSA, Food Stamps, TANF, and/or CCDF Case Number

ADDITIONAL/ 'IF APPLICABLE' DOCUMENTS

- Previous School Records
- Allergy Information
- Medications (Must be in a container with a prescription or over-the-counter label with dispensing directions.)
- Medical/ Physician's Office contact

PLEASE NOTE: Registration cannot be considered complete without the items listed above.

ITEMS YOUR STUDENT WILL NEED DAILY

- Lunch
- At least one (1) Snack
- Backpack and supplies (pencils, erasers, etc.)
- Homework Folders

ITEMS YOUR CHILD WILL NEED DAILY IN DAY CARE

- Two (2) changes of clothes
- Breakfast
- Lunch
- At least one (1) Snack
- Diapers, Pampers, or Pull-Ups
- Baby Wipes
- Favorite Blanket and Pillow

Parent Signature: _____ Date: _____



AL-HAQQ FOUNDATION ACADEMY

5526 Georgetown Road

Indianapolis, IN 46254

Phone: (317) 929-1700

DISMISSAL PROCEDURE NOTIFICATION

The safety of your child is of the utmost importance at Al-Haqq Foundation Academy. To ensure your child's safety, we request that you fill in the form below to notify the school of the procedure in which you would like your child to be dismissed. Please return this form with your child to his/her teacher. This form will remain on file and teachers will follow the dismissal procedure that you choose.

Student's Name: _____ Grade: _____

Parent's Name: _____

(Please Print)

Initial the following dismissal procedures which Al-Haqq Foundation Academy requires you to follow:

I will come to pick up my child at the dismissal time of 3:30 p.m. to 3:45 p.m. I understand that if I arrive at 4:00 p.m. or later, I am responsible for paying Late Pick-up Fees.

If I am unable to do so, my child will be picked up by a family member or an authorized adult. The people who are authorized to pick-up my child are:

First & Last Name	Phone Number

If special circumstances arise and my child needs to be picked up in a manner that is different from above, I agree to provide Al-Haqq Foundation Academy with written notification (text/email). If written notification is not possible, I will call and speak with Faculty or Administration before 3:30 p.m. All children remaining in school after 4:00 p.m. will be placed in After Care. Parents will be billed for the cost \$1 for every 5 minutes.

Vehicles in pick-up and drop-off lane must keep moving as soon as the children are picked up or dropped off and it is safe to do so. All other parked cars or unattended cars must be in the designated parking areas.

Late Pick-up Fee: \$1 per 5 minutes

Parent Signature: _____ Date: _____

This announcement must not be construed as admission until the administration reviews your child's records and a formal admission letter is granted.



AL-HAQQ FOUNDATION ACADEMY

5526 Georgetown Road

Indianapolis, IN 46254

Phone: (317) 929-1700

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY

ESL Home Language Questionnaire

Privacy Act Notice: Authority to Collect Information: 20 U.S.C. 927(c) and 10 U.S.C. 2164(f), as amended; E.O 9387; the Privacy Act of 1974, as amended, 5 U.S.C. 552a. Principal Purpose: The information will be used within the DOD to determine the services to be provided to a student to assist the child to receive a free appropriate public education. Disclosure to the Agency of the information requested on this form is voluntary; but failure to provide all requested information may result in the delay or denial of student services. DoDEA may disclose information requested in this form to other DOD activities and contracted service providers who require the information to deliver educational services to the child and for valid medical, law enforcement or security purposes, or for use in litigation concerning the delivery of student.

Routine Uses: Disclosure of information contained in this form is authorized outside the DOD in accordance with the "Blanket Routine Uses" described at the beginning of the Office of the Secretary of Defense's compilation of systems of records notices, published at <http://www.defenselink.mil/privacy/notice/osd>.

Child's Name: _____ Date: _____ Grade: _____

Date of Birth: _____ Age: _____

1. What language is commonly spoken in your home?
2. English Another Language (Please specify): _____
3. Does the child you are registering speak a language other than English? (Excluding foreign languages studied in school.) YES NO
If yes: What language(s) is/are spoken? _____
4. What language did your child use when he/she first began to talk?
English Another Language (Please specify) _____
5. Has your child attended English speaking schools? NO YES If yes: How many years? _____
6. What language does your child read and/or write?
English Another Language (Please specify) _____
7. What language do you most often use when speaking with your child?
English Another Language (Please specify) _____
8. What language does your child use most often when speaking to you?
English Another Language (Please specify) _____
9. If your child is cared for by another person on a regular basis, what language is most often used?
English Another Language (Please specify) _____
10. Do you as a parent need to communicate with the school in a language other than English?
No Yes If yes, in what language? _____
11. If based on the results of this questionnaire it is necessary to conduct an evaluation, I understand and give my permission for Al-Haqq Foundation Administration, Faculty or Agent to do so.

Print Name of Parent Completing this Form: _____

Parent Signature: _____ Date: _____

This announcement must not be construed as admission until the administration reviews your child's records and a formal admission letter is granted.



AL-HAQQ FOUNDATION ACADEMY

5526 Georgetown Road

Indianapolis, IN 46254

Phone: (317) 929-1700

STUDENT INFORMATION

To help the school to provide the best possible education for your children and others already enrolled, we must have basic information. Please answer the following questions to help us make the proper placement for your child.

Name of child: _____ Grade: _____

Has the child previously attended Islamic School? YES NO

Name of School: _____ Grade(s) _____

Type of Islamic School: Weekend Summer Camp Full-time

At the last school your child attended:

Were special services required? YES NO

Child received special education? YES NO

If yes, list the type of service(s): _____

How many minutes a day or hours per week? _____

Do you have copies of the I.E.P? YES NO

Has child received TESL? YES NO

Has child received Bilingual education services? YES NO

If 'YES' was the child in a regular program all day? YES NO

Is there anything special we need to know to work better with your child?

Allergy Information

Please list what allergies your child has. If he has none, write 'NA' here: _____

Medications: _____

Foods: _____

Other: _____



AL-HAQQ FOUNDATION ACADEMY

5526 Georgetown Road

Indianapolis, IN 46254

Phone: (317) 929-1700

EMERGENCY MEDICAL CARE

NAME OF STUDENT: _____

Being aware that Al-Haqq Foundation Academy has Emergency Response Procedures in place and that the safety and health of my child is the highest priority, I authorize Al-Haqq Foundation Academy Administration, Faculty or designated Agent to secure Emergency Medical Care for my child if my child is injured or becomes gravely ill.

If my child needs to be transferred to a nearby emergency facility by public safety officers, I prefer that emergency facility to be:

Name of Hospital: _____ Phone Number: _____

Hospital Address: _____

County: _____ City: _____ State: _____ Zip Code: _____

The name, address and phone of my child's doctor is:

Name of Doctor: _____ Phone Number: _____

Office Address: _____

County: _____ City: _____ State: _____ Zip Code: _____

Email Address: _____

My child's Insurance information is:

Carrier/ Company Name: _____ Policy#: _____

Insured's Name: _____ Policy Type: _____

I understand that I will be responsible for the medical and transportation charges incurred for my child's emergency. I release Al-Haqq Foundation from all financial liability for taking actions to preserve my child's health or life.

Parent Signature: _____ Date: _____

Relationship to Child: _____



AL-HAQQ FOUNDATION ACADEMY

5526 Georgetown Road

Indianapolis, IN 46254

Phone: (317) 929-1700

PARENTAL AUTHORIZATION AND PERMISSION FOR ADMINISTRATION OF MEDICATION

NAME OF STUDENT: _____

I herewith acknowledge that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize Al-Haqq Foundation Academy and its employees and agents, on my behalf and stead, to administer or to attempt to administer to my child (or to allow my child to self-administer, while under the supervision of the employees and agents of the School), lawfully prescribed or over-the-counter medication in the manner described on the labeling. No medication may be consumed by the student unless it is in the properly labeled and appropriate container.

I further acknowledge and agree that, when the lawfully prescribed medication is so administered or attempted to be administered, I waive any claims I might have against Al-Haqq Foundation Academy, its employees and agents arising out of the administration of said medication. In addition, I agree to hold harmless and indemnify Al-Haqq Foundation Academy, its employees and agents, either jointly or severally, from and against any and all claims, damages, causes of action or injuries incurred or resulting from the administration or attempts at administration of said medication.

I am requesting that the student named above regularly take the following medication during school hours.

MEDICATIONS: (Please send all medications in original RX bottles with directions)

Med. #1 Name: _____ Type: (Tablet, liquid, etc.) _____

Dosage (Amount): _____ Time(s) to be given: _____

Route: (mouth, on skin, etc.) _____

Possible Side Effects: _____

Med. #2 Name: _____ Type: (Tablet, liquid, etc.) _____

Dosage (Amount): _____ Time(s) to be given: _____

Route: (mouth, on skin, etc.) _____

Possible Side Effects: _____

I will inform the school about any over the counter or any as needed prescribed medication that my child might be using later during any time in the school year.

Parent's Signature

Date



AL-HAQQ FOUNDATION ACADEMY

5526 Georgetown Road

Indianapolis, IN 46254

Phone: (317) 929-1700

DRESS CODE

AL-HAQQ FOUNDATION ACADEMY has found it necessary to establish a dress code to:

1. Promote school spirit and a sense of community
2. Encourage students to take pride in their appearance
3. Keep students focused on academics and activities
4. Discourage arrogance and prevent an elitist mind-frame

SHIRTS

- Colors: **solid dark green or white** (dress up)
- Knit polo, cotton-blend oxford, or turtleneck (no logos)
- Must have a collar
- Boys: Long or short sleeves
- Girls: Long sleeves (short sleeves with sweater/ jacket)
- Shirt tail must be long enough to tuck into pants
- Long-sleeved undershirts only (thermals), must be uniform colors

PANTS

- Colors: **khaki (tan) or navy blue**
- Standard school uniform, dress pants, corduroys, elastic waist, cargo, or Dockers-style for boys and girls
- No jeans; no Dickies brand; no sweat pants*; no t-shirt material*; no shorts*
- Girls may **NOT** wear capris/ tight leggings/ shorts/ jeggings

SKIRTS/JUMPERS/DRESSES

- Colors: **khaki (tan) or navy blue**
- Standard school-uniform style
- No more than 2 inches above the knee
- Must wear over long pants
- Abaya: solid colored - dark green, navy, or black

BELTS

- Colors: **solid black or brown**
- Pants, shorts, and skirts with loops must be worn with belts
- No logo/ character belt buckles

SHOES

- Colors: solids preferred but parents' choice
- Tennis shoes are required for physical education (no lights or wheels)
- No platform, sling-back, slide-on, open toe, open back, or sandal type shoes



AL-HAQQ FOUNDATION ACADEMY

5526 Georgetown Road

Indianapolis, IN 46254

Phone: (317) 929-1700

DRESS CODE (continued)

SWEATSHIRTS OR SWEATERS

- Colors: solid dark green, navy blue, or white
- Must be worn with collared shirt or turtleneck (school colors)
- No hoodies

JEWELRY

- No necklaces may be worn visibly by students
- No boys may wear earrings
- Necklaces are allowed inside of shirts only
- Only Medic Alert bracelets are allowed
- No bangles or string bracelets
- No rings
- No piercings
- No tattoos

PROHIBITED

- Make-up
- Sunglasses (except during recess outside)
- Purses
- Electronic devices/games of all types
- Cell phones
- Money

PURCHASING

- Uniforms may be purchased at Shopper's World, Burlington, Dollar General, JC Penney, Sears, Meijer, Target, Wal-Mart, School Zone, or any location where school uniforms are sold.

REMINDERS

- All uniforms and shoes must be clean, neat, free of holes/ tears
- All uniforms are to be the proper size for your child
- All shirts must be tucked in at all times

*** These garments may be worn under the uniform, but not outwardly.**

I have read and understood that the dress code above will be enforced by Al-Haqq Foundation Academy Administration to maintain the safe learning environment of the School.

Parent Signature: _____ Date: _____



ESSENTIAL GUIDELINES

To help Al-Haqq Foundation Academy carry out its mission of providing a quality academic and Islamic education as well as a safe environment for all students, all students must obey the rules of the school. Please note the following rules concerning frequently asked questions by parents and/or students:

1. Parents are advised to have their student in school by 8:30 a.m. Students should be in the gym for assembly by 8:45 a.m. Classes are to start at 9:00 a.m. Excessive tardiness may require a Parent-Teacher conference.
2. If a student is sick or must be absent for any reason, a parent must call the school office at (317) 929-1700 between 8:00 a.m. and 9:00 a.m. If the student is to be picked up early or absent in the afternoon, a parent must call the office number by 11:00 a.m. If a student is absent for two or more days due to illness, a Doctor's note is required for the absence to be excused and should accompany the student the first day of return to school; otherwise, the absence is unexcused.
3. School dismissal time is between 3:30 to 3:45 p. m. Students are to be picked up on time. Parents who are unable to pick up their children on time are expected to send an authorized relative or adult to pick up your child. Late Fees will be charged beginning at 4:01 p.m., office clock time.
4. Students are to always be in uniform/ proper attire during school hours. If students come to school out of uniform or without proper attire or soils him/herself, a parent will be called to immediately bring appropriate clothing. If parents refuse to comply, students will be placed in Day Care and counted as absent for the day.
5. Students are not allowed to use the school phone except in emergency situations. Students are not to bring mobile phones or any other electronic device to school.
6. Parents must arrange classroom visitation or miscellaneous issues with the Administration to avoid or minimize disruption of classroom instruction time.
7. Changes of home or work phone number, address, emergency contact or emergency phone number should be made known to the Administration as soon as the changes occur.
8. No student can participate in field trips or other activities without the required signed permissions and paid fees. A permission slip signed by a parent and fees must be received by the deadline set by the Administration before the activity occurs. No exception will be made.
9. Parents are obligated to fulfill the tuition payment agreement and pay other assessed fees. Al-Haqq Foundation Academy Administration will withhold students' report cards and other academic records, and students will not be allowed to graduate to the next grade level until all tuition and fees are paid in full. All past due accounts from previous years must be paid in full before a student is permitted to complete registration for the following school year. Al-Haqq Foundation Academy reserves the right to collect all balances due through any available means from parents who repeatedly fail to pay their account balances and prohibit enrollment of their students.
10. Other rules as stated by the Administration or sent home in letter format also apply.

I have read and understood that the above rules will be enforced by the Administration of Al-Haqq Foundation Academy to ensure the efficiency of our resources, the effectiveness of our teachers, and the safety of the School environment.

Parent Signature: _____ Date: _____



AL-HAQQ FOUNDATION ACADEMY

5526 Georgetown Road

Indianapolis, IN 46254

Phone: (317) 929-1700

ANTI-BULLYING POLICY

Al-Haqq Foundation is a “No Bully Zone” and is a safe learning and recreational environment in which every student has the right to develop academically and spiritually in a caring and supportive atmosphere that is free of peer intimidation and abuse **AND WILL NOT BE TOLERATED** and will be subject to Level III discipline or higher.

PROGRESSIVE DISCIPLINE POLICY

Rules help keep our classrooms safe and functioning properly. We are all here to do a job, either to teach or to learn. When someone’s misconduct interferes with our ability to do our job, there will be consequences. Determination of misconduct will be left to the discretion of the classroom teacher and/or Principal or Administration. This discipline policy will apply to actions by students during school hours, before and after, and while on school property. All discipline actions will include a conference between the Teacher and the student, the Administration and the student, followed by a notification to the student’s parents or guardian as needed. The intent of the Progressive Disciplinary Process is to be instructional and corrective as follows for repeated misconduct:

- Level I - 1-2 offenses - Verbal warning and apology to classmates
- Level II - 3rd offense - Go to the Office for discipline
- Level III - 4th offense - Parent/Teacher/Student/Administration conference
- Level IV - 5th offense - Suspension
- Level V - 6 or more offenses – EXPULSION from Al-Haqq Foundation Academy

I understand that Bullying of any type and misconduct have no place in Al-Haqq Foundation Academy. If my child bullies another student or misbehaves, I understand that the corrective measures will be used and that I may have to meet with the Teacher and/or Administration to keep my child enrolled.

Parent Signature: _____ Date: _____



AL-HAQQ FOUNDATION ACADEMY

5526 Georgetown Road

Indianapolis, IN 46254

Phone: (317) 929-1700

WAIVER AND RELEASE FROM LIABILITY SECTION

I, _____, parent of

_____,
understand my child's experience and capabilities and believe my child to be qualified, in good health, and in proper physical condition be enrolled in Al-Haqq Foundation Academy, their agents, officers, employees, and volunteers. I hereby release, acquit and forever discharge, and do further agree to protect and hold harmless Al-Haqq Foundation Academy from all liability, demands, losses, damages or claims for relief due to any and all loss of property, expenses, and any claim associated with and on account of or in any way growing out of all known and unknown injuries which may exist, or which may hereafter arise on my child's account while on Al-Haqq Foundation Academy property, either caused by or alleged to be caused in whole or in part by negligence of Al-Haqq Foundation Academy agents, officers, employees, or volunteers.

If despite this release, my child, or anyone on my child's behalf, makes a claim against Al-Haqq Foundation Academy, I will indemnify, save, and hold harmless Al-Haqq Foundation Academy from any litigation expenses, attorney fees, loss liability, damage, or cost that may incur as the result of any such claim.

I affirm under penalties or perjury that I am the parent(s) of the student named above, and that the statements here are true and correct to the best of my knowledge and belief.

I FURTHER AGREE THAT I HAVE READ AND UNDERSTAND THIS DOCUMENT IS A RELEASE OF ALL CLAIMS AGAINST AL-HAQQ FOUNDATION.

Parent Signature: _____ Date: _____

Relationship to Child: _____

AL-HAQQ FOUNDATION ACADEMY CURRICULUM

AL-HAQQ FOUNDATION ACADEMY follows the same academic standards established by the Indiana Department of Education.

Because AL-HAQQ FOUNDATION ACADEMY is a religiously based school, teachers regularly combine religious, spiritual, and cultural teachings within their lesson plans. For example, students may study composition of the universe in comparison to an ayah (verse) in the Qur'an. Students may also interpret and discuss secular literature through an Islamic perspective.

Teachers may also, at times, supplement textbooks that largely focus on Western history, culture and literature with materials from and about Asia and Africa. We want students to succeed so lessons may include materials of cultures of which our student may better identify.

All students are supplied with up-to-date textbooks and workbooks. All textbooks and workbooks, which were chose by our education professionals, come from well-known publishers, such as McGraw-Hill, Prentice Hall, and Holt, Rinehart, and Winston.

In addition to the standard academic subjects (Math, Science, English reading and writing, History, and Social Studies), all students take Islamic Studies and Arabic from Pre-K through Second grade.

Mathematics

AL-HAQQ FOUNDATION ACADEMY is committed to providing a learning environment that encourages students to think and develop their own mathematical concepts and skills through challenging school work. We are committed to providing students the needed support to succeed in the world pragmatic thinkers and communicators.

The Planned Curriculum for Mathematics is based upon the standard categories. The following information is available on the Planned Course Outline:

1. Indiana Standards
2. Textbooks: Envision and Everyday Math (1st - 2nd grade)
3. Technology: Accelerated Math and Star Math

English

AL-HAQQ FOUNDATION ACADEMY is committed to providing a literacy rich environment that meets the diverse needs of all students. The school Language Arts Program offers a balanced curriculum of purposeful reading, writing, speaking, and listening aligned to the Indiana Academic Standards for English Language Arts. Our goal is for each student to become a lifelong reader and writer.

The Planned Course Outline for the English curriculum is based upon the standard categories. The following information is available on the Planned Course Outline:

1. Indiana Standards
2. Textbooks: Wonders (1st - 2nd grade)
3. Technology: Accelerate Reader and Star Reading

Social Studies

AL-HAQQ FOUNDATION ACADEMY'S Social Studies curriculum is to provide students with the understandings and critical thinking strategies needed to make fact-based rational decisions as responsible citizens of a diverse yet global society.

Science

AL-HAQQ FOUNDATION ACADEMY'S Science program follows State and National standards. Students develop an understanding of scientific concepts and procedures through practical examinations and investigations. Students are encouraged to construct an individualized approach to deducing theoretical and empirical conclusions.

Health and Physical Education

AL-HAQQ FOUNDATION ACADEMY recognizes that a Health and Physical Education Program is essential for success throughout the entire educational process. Though each child is unique, studies have proven that good health and nutrition, coupled with physical activity is integral to cognitive development and enhancement.

Arabic & Qur'an:

Using **original teaching materials in Arabic**, the teacher employs a program in which students learn to read, memorize, recite, and write systematically.

Islamic Studies

AL-HAQQ FOUNDATION ACADEMY'S Islamic Studies Program teaches students the basis of not only being a Muslim-American, but of being a good citizen. The goal is for proper manners and commendable traits should become part of the character of our students and manifested in their everyday speech, style, actions.

Textbooks:

1. The Holy Qur'an
2. I love Islam Series, Learning Islam Series, Teaching Seerah and Aqeedah.

Computer Literacy:

AL-HAQQ FOUNDATION ACADEMY understands the importance of being able to communicate in a technological world that is ever evolving. Our students will learn to navigate computer keyboards, function keys, and the latest applications. Project classes are, but not limited to, as follows: Keyboarding, Computer Literacy, Computer Applications, and Microsoft Office (Word, Excel, and PowerPoint).

AL-HAQQ FOUNDATION ACADEMY
DAILY SCHEDULE

TIME	ACTIVITY	HOURS
8:30 AM	Arrival	0.25
8:45 AM	Bathroom & Preparation	0.25
9:00 AM	Morning Assembly	0.25
9:15 AM	Mathematics	0.50
9:45 AM	Reading	0.50
10:15 AM	English/Grammar	0.50
10:45 AM	Bathroom Break & Hygiene	0.25
11:00 AM	Lunch	0.50
11:30 AM	Recess	0.50
12:00 PM	Social Studies/ Geography	0.50
12:30 PM	History	0.50
1:00 PM	Wudu/ Masjid	0.25
1:15 PM	Salatul Dhuhur	0.25
1:30 PM	Return to School	0.25
1:45 PM	Science/ Technology	0.50
2:15 PM	Islamic Studies (Arabic Reading & Writing, History, Qur'an, Supplications)	1.00
3:15 PM	Wudu	0.25
3:30 PM	Salatul Asr	0.25

3:45 PM

Dismissal

0.25

TOTAL HOURS

7.50



Year

2017 - 2018

Notes:

August 14th- First Day of School

September 1st- Eidul Adha

September 4th- Labor Day

October 17th- 1st Quarter Report

October 18th-20th- Fall Break

November 23rd-24th-

Thanksgiving Break

December 22nd- 2nd Quarter Report

Dec 25th-Jan 8th- Winter Break

February 19th- Presidents Day

March 9th- 3rd Quarter Report

March 26-30- Spring Break

May 25th- 4th Quarter Report Last day of School

May 25th- Last day of School

May 28th Memorial Day

The week ending June 1 may be used to make up missed days due to bad weather.

October						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

March						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

August						
S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

February						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

May						
S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 8, 2018

Al Haqq Foundation Academy # D912

Congratulations on registering your non-public non-accredited school with the IDOE!

Here is your new school number:

- Al Haqq Foundation Academy
 - (Grade span PK-2)

If you would like to login to our DOE-Online (<https://doeonline.doe.in.gov>) system, you will be able to in approximately 7-10 days. This system allows your school to post job postings for your school online. If you would like an account, please request a School Administrator account at <http://www.doe.in.gov/help/doe-online-help/doeonline-roles> and then complete a help desk ticket at <https://help.doe.in.gov>.

Below is some guidance for obtaining accounts for the various IDOE systems. In many of the IDOE systems, the IDOE approves the first account and the local administrator manages accounts and access for others at the school. Learn more at <http://www.doe.in.gov/help>

- **DOE-Online:** <https://doeonline.doe.in.gov/>
 - Request access through: <http://www.doe.in.gov/help/doe-online-help/doeonline-roles>
 - For DOE Online help: <http://www.doe.in.gov/help/doe-online-help/doe-online-help>
- **Learning Connection:** <https://learningconnection.doe.in.gov>
 - Have your local administrator request to be set up as the first admin by contacting <https://help.doe.in.gov/>: register for an account, login, and request to be made local administrator
- **Indiana Choice Scholarship Program:** Brad Pendleton (bpendleton@doe.in.gov) is the contact

Please email schoolaccountability@doe.in.gov if you have questions.

Sincerely,

Adam Mastrucci
School Accreditation Specialist, Office of Accountability



Al-Haqq Foundation Academy

5554 Georgetown Road · Indianapolis, Indiana 46254 · Tel. 317.291.0778

Many parents are eager to start a kindergarten program. Indiana Code (I.C. 20-33-2-7) establishes a statewide entrance eligibility date for public school kindergarten and stipulates a student residing in Indiana be at least five (5) years of age on or before August 1 in order to enroll in public school kindergarten. The Law further states that a child must have achieved his/ her fifth (5th) birthday no more than 30 days past the cut-off date. This test is designed to help determine readiness to read and perform the challenges of Al-Haqq Foundation Academy's curriculum. Assuming that most four or five-year-olds will **not** score 100%, this assessment will also help identify what particular areas of skill development need work.










Mastery of the test is not expected! Your child's interest level will be a very strong factor in determining his readiness. Placement also depends on the child's skills at social engagement. The scoring procedure may be found at the conclusion of the test. A raw score of 58 indicates a strong *readiness for reading*.

Questionnaire to be completed by the parent.

Select the letter which most accurately describes your child's performance when asked to do these tasks.

A. Not yet B. Some of the time C. Most of the time D. Rarely misses this one

Language Skills

- A B C D 1. Tells full name when asked.
- A B C D 2. Recognizes first name by sight.
- A B C D 3. Orally identifies letters in name.
- A B C D 4. Speaks in sentences.
- A B C D 5. Listens with interest to a short story (10 minutes or more).
- A B C D 6. Identifies picture likenesses and differences.
- A B C D 7. Identifies basic colors:     
- A B C D 8. Identifies shapes:    
- 5 10 15 20 9. Counts by rote to: 5 10 15 20 (circle highest number)
- 3 5 10 10. Counts objects: 3 5 10 (circle highest number)

Language Skills – Part 2

In this section, please circle all which apply.

11. Identifies numbers: 7 4 10 5 1 6 9 2 8 3
12. Identifies letters: M o A r S P b C E h g
F D i

Social Skills

- A B C D 13. Initiates his own leisure-time activities.
- A B C D 14. Can follow directions.
- A B C D 15. Does tasks the first time asked.
- A B C D 16. Finishes one activity before starting another.
- A B C D 17. Can work independently.

Motor Skills

- A B C D 18. Can trace or draw a line with control.
- A B C D 19. Cuts with scissors.
- A B C D 20. Can help dress himself: coat, socks, shoes.
- A B C D 21. Uses a fork properly.
- A B C D 22. Can catch a medium-sized ball.
- A B C D 23. Is able to skip.
- A B C D 24. Is able to hop on one foot.

Listening Skills

Administer this portion of the test *orally*. Work the samples first in each section.

A. Using Oral Context – complete the sentence with a word which makes sense.

Child’s Sample: I can tie my _____ . Answer: *shoes*

- 25. At breakfast I like to eat _____ .
- 26. At the zoo we saw _____ .
- 27. We like to play _____ outside.

B. Initial Sounds – Circle the word which *does not* begin like the others.

Child’s Sample: top book tape tiger

- 28. moon mice baby matches 30. say seal some dog
- 29. rag cow red rock 31. paper party man pen

C. Rhyming Words – circle the word which does not rhyme with the others.

- Child’s Sample: bad sad fad cow mad
- 32. hark lark mark sick bark

33. Roy boy jazz toy joy

34. pill drill sign hill sill

35. plan mine fan ran pan

D. Initial Sounds – Tell whether or not the picture begins with an ‘S’ sound. Circle the correct answer.

Child’s Sample:  yes / no

36. yes / no



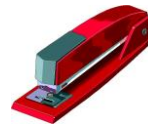
37. yes / no



38. yes / no



39. yes / no



40. yes / no



Interest Level – Choose the category which best describes your child’s interest level.

- A. Shows little interest in books and/or reading.
- B. Is interested in books for a few minutes at a time, but not of his own initiative.
- C. Shows a considerable amount of interest in books, but has a short attention span.
- D. Desires to be read to frequently for short periods of time.
- E. Desires to be read to frequently for 15 minutes or more.

See Next Page for Grading and Evaluation Instructions

GRADING

Language Skills:

Questions 1 – 10 Score: _____
 Answers in column B = 1 point; column C = 2 points; column D = 3 points (Goal: 20 / 30)

Questions 11 – 12 Score: _____
 Award one point for every *two* correct answers. (Goal: 3 / 12)

Questions 13 – 24 Score: _____
 Answers in column B = 1 point; column C = 2 points; column D = 3 points (Goal: 24 / 36)

Listening Skills:

Questions 25 – 40 Score: _____
 Award one point for each correct answer. (Goal: 10 / 16)

Interest Level:

Award points according to category chosen. Score: _____
 B = 1 point; C = 3 points; D = 5 points; E = 7 points (Goal: 3 / 7)

The sum of the scores recorded above equal your final score! (*see evaluation below*) **Final Score:** _____

EVALUATION

Final Score

Evaluation

<p>> 65</p> <p>58 – 64</p> <p>48 – 57</p> <p>38 – 47</p>	<p>Begin now! Capitalize on your child’s superior motivation and readiness.</p> <p>Congratulations – You are ready for Covenant Home’s Kindergarten! (Note: a raw score of 58 or higher is the goal for <i>reading readiness</i>.)</p> <p>Proceed with Covenant Home’s Kindergarten program, adjusting the pace to accommodate your student’s maturation, or proceed with Covenant Home’s Pre-school curriculum!</p> <p>Your child is a candidate for the Covenant Home Curriculum Pre-school program!</p>
---	---



AL-HAQQ FOUNDATION ACADEMY
 5426 Georgetown Road
 Indianapolis, IN 46254

► Muhammad Ndiaye

Objectives

Career and Achievements Recordkeeping

Education

B.A. Education and American Literature and Civilization (1999)

Studied at Jamaa'at 'Ibaadu Rahman Foundation in Senegal (1990–1994)

where the following occurred:

- ▶ Memorized Qur'an at age 13
- ▶ Completed study of Hadith (Sayings and Practices of Prophet Muhammad and his Companions)
- ▶ Completed Tafsir (Practical Understanding) of Qur'an and Hadith
- ▶ Studied Fiqh and Shari'ah (Islamic jurisprudence and Law according to Qur'an and Hadith)

Experience

French Teacher (1999–2001)

Edina Public Schools (Edina, Minnesota)

Taught how to understand, speak and read the French language to students

English As A Second Language (ESL) Teacher (2001–2004)

Indianapolis Public Schools (Indianapolis, Indiana)

Taught how to understand, speak and read the English language to Spanish speaking students

English Literature Teacher (2004–2006)

MTI School (Indianapolis, Indiana)

Taught how to read and understand Classic and Modern English Literature to students

Director (2006-present)

Al-Haqq Foundation Weekend School (Indianapolis, Indiana)

Supervises teachers of reading and writing of the Arabic language, memorization of Qur'an, Hadith, and Fiqh

Evaluates teacher effectiveness and student progress

Imam (2007-present)

Al-Haqq Foundation [Mosque] (Indianapolis, Indiana)

Leads congregational prayers and adult classes; delivers the weekly sermon; performs weddings, baby-naming ceremonies, and funerals; conducts individual and family counseling

Skills

- ▶ Fluent in Wolof, English, French, Spanish, and Arabic languages
- ▶ Public Speaking
- ▶ Motivational Speaker
- ▶ Family Counselor

Objective: Seeking a challenging position in the field of Information Technology with an opportunity for growth and advancement.

Qualification: Persistent problem solver, who thrives on challenges, excels under pressure and gets the job done. Flexible team player who possess good interpersonal and communication skills used for persuasive negotiation and dealing effectively with all levels of management. Accustomed to multiple projects and fulfilling priorities to meet company objectives.

Education: **Baccalaureate of Science** Purdue University at Indianapolis (IUPUI) Dec 2002.
Associate of Science Purdue University at Indianapolis (IUPUI) May 2001.
(**Major**) Computer Engineering & Technology. (150 Credit Hours.)
(**Minor**) Electrical Engineering & Technology.

<u>Training:</u>	WCF	October / 2011
	ASP.NET 2.0	April / 2006
	Developing MS ASP.NET Web App Using VB.net	January / 2005
	Programming with MS ADO.NET	November / 2004
	Programming the MS.NET Framework with VB.net	October / 2004
	Intro to VB.NET Programming	September / 2003

Work History:

5/13 - Present Senior DOT.NET Developer

Keihin North America.

Managed the implementation, platform upgrades and continued enhancements of a plant wide client-server application

- Conferred with customers to define business needs and document requirements
- Developed and managed implementation production applications.
- Worked with business owners to develop inventory applications.
- Provided leadership, guidance, training, task assignments and work review to team members

6/11- 5/13 Application System Analyst Programmer / Specialist

Indiana Department of Transportation.

Managed the implementation, platform upgrades and continued enhancements of a state-wide client-server construction management system used by 1800 users. The system is accessible from the internet via Citrix, collects construction data and contains reporting functionality.

- Conferred with customers to define business needs and document requirements
- Developed and managed implementation schedule and budget items
- Worked with business owners to develop a state wide implementation team
- Provided leadership, guidance, training, task assignments and work review to team members
- Managed changes to the scope of the project
- Communicated the status of the project with the stakeholders
- Communicated with programmers for definition and correctness of reports and enhancements
- Lead testing and quality control of deliverables

Administered the construction management system

- Coordinated development and maintenance of the construction management system

- Set up and maintained servers, customizations, system parameters and security
- Communicated between users and system vendors in obtaining fixes or enhancements
- Provided and coordinated technical user support and problem resolution
- Provided high level expertise for the construction management system
- Established written procedures and guidelines for system operation and created training documents

Development

- Help direct other team members work load and projects
- Lead the team to develop reporting website use by 1800 users <http://sitemanager.in.gov>.
- Technical lead on field application which is automation of field engineer hand book.
- Develop interface between construction software(SiteManager) and PeopleSoft finance using asp.net. This interface reads and create text file between the system and uploaded to other system.
- Develop web application for the contractors to submit DBE payments. Contractors can upload a file with the mass data using csv file or enter one record at a time. System verifies the data make sure all the data is valid before upload into the database.

12/06- 6/11

Application System Analyst Programmer / Senior

Indiana Department of Transportation.

- Manage Work Management System use by 1100 maintenance worker state wide. Work Management System is powerful, flexible tool for managing INDOT assets, activities, and administrative units.
- Develop ARRA(American Recovery Reinvestment Act) project to collect data from the contractors, inspectors and LPAs and then monthly and quarterly upload compile data to Federal government. Using asp.net and oracle 10g.
- Develop, test and maintain Requisition Tracking System using Asp.Net, Crystal Reports and Oracle Database.
- Develop, test and maintain Time and Attendance System using Asp.Net, Crystal Reports, Adobe Acrobat, Active PDF and Oracle Database.
- Develop and maintain Road Restriction application. This application communicates xml data between Department of Transportation and Department of Revenue via ftp. Then data is being use by other state agency like State Police...
- Also have created small application to generate wide variety of reports such as seniority report, mailing address labels using MS Access Data Base/Oracle.
- Import PeopleSoft data into Access to generate reports.

5/04- 12/06

Application System Analyst Programmer / Intermediate

Indiana Department of Transportation.

- Develop, test and maintain Requisition Tracking System using Asp.Net, Crystal Reports and Oracle Database.
- Develop, test and maintain Time and Attendance System using Asp.Net, Crystal Reports, Adobe Acrobat, Active PDF and Oracle Database.
- Also have created small application to generate wide variety of reports such as seniority report, mailing address labels using MS Access Data Base/Oracle.
- Import PeopleSoft data into Access to generate reports.

11/97- 5/04

Computer Operator III WL (Working Leader)

Indiana Department of Transportation.

- Provide on-site consulting and end user support for users at the Department of Transportation.

- Develop new applications for end user using VB, VBA, and ASP.
- Help Design new Payroll View System.
- Installing PC's, Printers, and Plotters on the network, creating user accounts.
- Hardware and Software support for PC user.
- Troubleshoot all hardware, software, user account, access privileges, profiles, Internet, Intranet, Connectivity, Email and performance related issue.
- Work Constantly with NT, 2000 and XP, Exchange, SMS and LAN administrator to troubleshoot and research different protocols.
- Perform Daily and weekly server backups for Agency.
- Trained on main frame computer operations and its related peripheral devices on the VM & MVS platforms. Duties included the completion of production jobs, trouble-shooting and problem solving for both hardware and software problems. Monitor and maintain network availability, run batch jobs on MVS, VM and check the codes closely to detect potential scheduling problems or abends, run system back up on both VM & MVS daily, release the batches start the database on VM. Bring down and up CICS regions everyday, run EREP and do the VTAM cycling weekly.

06/97- 12/99 Computer Support Specialist.

Indiana University Purdue University at Indianapolis.

Provide End-User support for wide variety of desktop applications and operating system. Answers Students and Consultant at labs inquiries in person and via telephone and Email

Language and Skills:

- Extensive knowledge of Developing applications for end users using Microsoft Languages and tools, VB.Net, ASP.Net, WCF, AJAX, MVC, ADO.Net, XHTML, HTML and JavaScript, VBA
- Hands on experience using Crystal Reports, Active Reports, Active PDF.
- Databases. Oracle, SQL, Access
- Database Tools: Toad, SQL developer, and Access
- Work with store procedures
- Have working knowledge of IIS.

State of Indiana

Position	Team Lead
Employment Dates	04/11/2011 - Presently Working: Yes
Reference	Rizwan Khalid - Sr. Web Developer
Reference type	Standard
Contact Information	(571)244-6865 (Work)
	Completed by: David Perez on 01/02/2013

Project Description

- I worked with Ahmed on a brand new project named "IFDC" while being at INDOT. His role was kind of liaison between myself as Main developer/Architect of the project and the end client (A different group at INDOT). During the project he has been pretty helpful in working with me to understand requirements, interacting with client, conducting meetings, having technical discussions with me and giving his input on different heads in order to avoid any bottlenecks. He along with two more guys who were indirectly involved in the project was fully helpful to me as well. Project had scope of interaction between end client as well as the off-site subcontractors in order to collect field data on different projects/tasks and automate it for the higher management.

Cultural Environment

- Working environment was mixed based upon the requirements; some requirements were implemented in Agile methodology and some in the same old iterative/waterfall.

Job Duties & Technologies

- Interaction with client Conducting meetings with client Technical discussion and providing solution based upon the requirements Application DB access management as well as client's Roles management

Technical Performance & Ability

- Very dedicated person towards his jobs roles and responsibilities Very concerned about the timelines as well as timely milestones achievement Vastly technical regarding the INDOT's business domain and its implementation's perspective

Non-Technical Skills

- Excellent communication skills and understanding of business needs by client

Strengths & Areas for Improvement

- His ability to understand business requirements pretty quickly and providing solutions to those in a timely manner keeping an eye on the INDOT business and resource limitations He could improve more (as I see him fully capable of doing it) on technical grounds if he has been given more challenging technical tasks along with the project management/supervisory tasks.

Attendance & Reliability

- Very punctual as well as dedicated to his work, most of the time he puts extra hours to finish things well within time so that he could manage any change of the requirements later on by client

Rehire Eligibility

- Sure, I would hire him whenever I would be given a chance

Additional Comments

- Nice honest person to his work.



Education

Purdue School of Engineering (IUPUI) Spring 2017
Bachelor of Science in Electrical Engineering Technology
Cumulative GPA: 3.1 /4.0

Ivy Tech Community College Fall 2013
Associate of Science in Electrical Engineering Technology

Honors/Awards: IUPUI Transfer Scholar Award Spring 2015; Dean's List 2012

Professional Experience

Bell Techlogix. - Indianapolis, IN 2017 - Present
Electronics Technician

- Troubleshoot and repair various types of electronic devices
- Work as a team to solve complex problems
- Ready devices for shipment and packaging
- Team leader in a cross-functional team

Integration International Inc. - Indianapolis, IN 2017
Network Engineer

- Set-up Network for entire buildings
- Cabling and Switches including set up, inventory, labeling, mapping
- Network Troubleshooting for cables, switches
- Managed all new install projects for servers, switches and other network resources

IUPUI – Indianapolis, IN 2014 - 2017
Lab Assistant

- Developed an application to help students record data when doing lab work
- Developed an android application to help team members exchange data using android phones
- Developed the front end of the application using Android Software.

IUPUI - Indianapolis, IN 2013 - 2014
Electronic Technician

- Troubleshooting of defective Computers

Ayoubu Maizama Gaya



- Repairs of defective Computers
- Order and assembly of new components
- Work as a Team to solve complex problems
- Test new components before installing and assembly

Ivy Tech Community College - Indianapolis, IN
Lab Assistant/ Systems Administrator

2012 - 2013

- Assisted students with Multisim software labs
- Prepared computers and other electronic devices
- Performed troubleshooting of malfunctioning computers
- Administrated and maintained environment security

Environment: Multisim, MatLab, C++

Freelancer, Niger
Java Programmer

Oct 2008 – Sep 2010

- Developed an application to allow students to seek information about available scholarships and apply for them.
- Developed Restful API's using JAX-RS which included features like spell check on text areas etc.
- Developed the front end of the application using Struts.

Environment: Java, Java EE, Struts, Oracle, EJB, Struts, Linux.

Projects & Involvement

Senior design Project

- Built a system that can track and modify ambient temperature in a given location using various language programming to capture, read and modify data
- Implemented temperature sensors, power supply, solenoids,

Robot

- Programmed a robot to pick up objects and move them around
- Used sensors to detect objects, environment
- RSLogix 5000 used for programming

Android Application

Ayoub Maizama Gaya



- Developed an android application to read and modify data of a microcontroller.
- The microcontroller would read ambient temperature and the application would read the data and send it to the user
- Android Studio used for programming

Technical Skills

- MatLab * PLC (Allen Bradley) and HMI *SAP * Multisim * Android * Software* Visual* Studio* C++, C# * Six Sigma * MS Office Suite *

Tamala Baker

Accomplishments

Created spreadsheets for payment processing at DFAS and to monitor tuition payments at Al-Haqq Foundation. Completed layout and design of *Rain of Grace, New & Selected Poems* by SIAM and created advertising and marketing strategies that generated over \$5,000 in sales. Created PowerPoint presentation for International Organization, CAPCA. Organized social events at DFAS and media events at Al-Haqq Foundation. Created Standard Operating Procedures at United Monument Refrigerated Services and DFAS. Assisted marketing of the Innovation Fair and construction of Performance Management Standards at DFAS.

Education

ASSOCIATE | CURRENTLY ENROLLED | HARRISON COLLEGE | INDIANAPOLIS, IN

- Major: Criminal Justice
- Related coursework: Management, Law Enforcement, Private Security, Success Strategies, Corrections

NONE | 2011 | VINCENNES UNIVERSITY | INDIANAPOLIS, IN

- Major: Accounting
- Related coursework: English Composition 101

UNDECLARED | 1986 - 1987 | WITTENBERG UNIVERSITY | SPRINGFIELD, OH

- Major: Undeclared
- Related coursework: English Composition 101, Calculus, Philosophy, African-American History

Skills & Abilities

AUTOMATION

- Microsoft applications (Word, Excel, PowerPoint, Access)
- Adobe Acrobat and Adobe Photoshop
- Multifunctional printers and copiers
- Web Design, Marketing, Advertising
- Book Design, Layout, and Publishing

COMMUNICATION

- Bright, motivated, hardworking, and quick learner.
- Pays attention to detail.
- Excellent communication skills orally and in writing.
- Ability to coach, train, and assist team members.
- Can interpret needs of people who speak English as a second language.

LEADERSHIP

- Problem solving and directing coworkers toward applicable solutions.
- Thinks outside of the box; searches for innovative solutions.
- Remind coworkers to use protective gear.
- Able to delegate tasks to best-fit personnel.
- Conceptualized a formal International fundraising event.

Experience

ADMINISTRATOR | AL-HAQQ FOUNDATION ACADEMY | 5526 GEORGETOWN RD | INDIANAPOLIS, IN 46254 | 08/2017 TO PRESENT

- Create and reproduce documents, forms, reports, and handbooks as specified.
- Order supplies and materials.
- Ensure forms and materials are readily available to Faculty and Staff.
- Receive and record Accounts Receivable. Make Collections calls.
- Disburse Accounts Payable
- Receive and redirect telephone calls and visitors.
- Coordinate, market, and advertise enrollment programs.
- Maintain School Records.
- Maintain Student Records.
- Perform other duties as assigned.

Tamala Baker

ADMINISTRATIVE COORDINATOR | AL-HAQQ FOUNDATION | 5554 GEORGETOWN RD | INDIANAPOLIS, IN 46254 | 03/2016 TO PRESENT

- Create and reproduce documents, flyers, posters, manuals as specified.
- Ensure forms and materials are readily available to Director and Staff.
- Coordinate repairs and maintenance.
- Schedule appointments for the Imam (Director)
- Receive and record Accounts Receivable.
- Make Collections calls.
- Receive and redirect telephone calls and visitors.
- Coordinate, market, and advertise special programs.
- Organize Al-Haqq Foundation sponsored events
- Director of in-house events for Women
- Perform other duties as assigned.

SECRETARY | AL-HAQQ FOUNDATION WEEKEND QUR'AN SCHOOL | 5550 GEORGETOWN RD | INDIANAPOLIS, IN 46254 | 06/2011 – 12/2013; 05/2018 - PRESENT

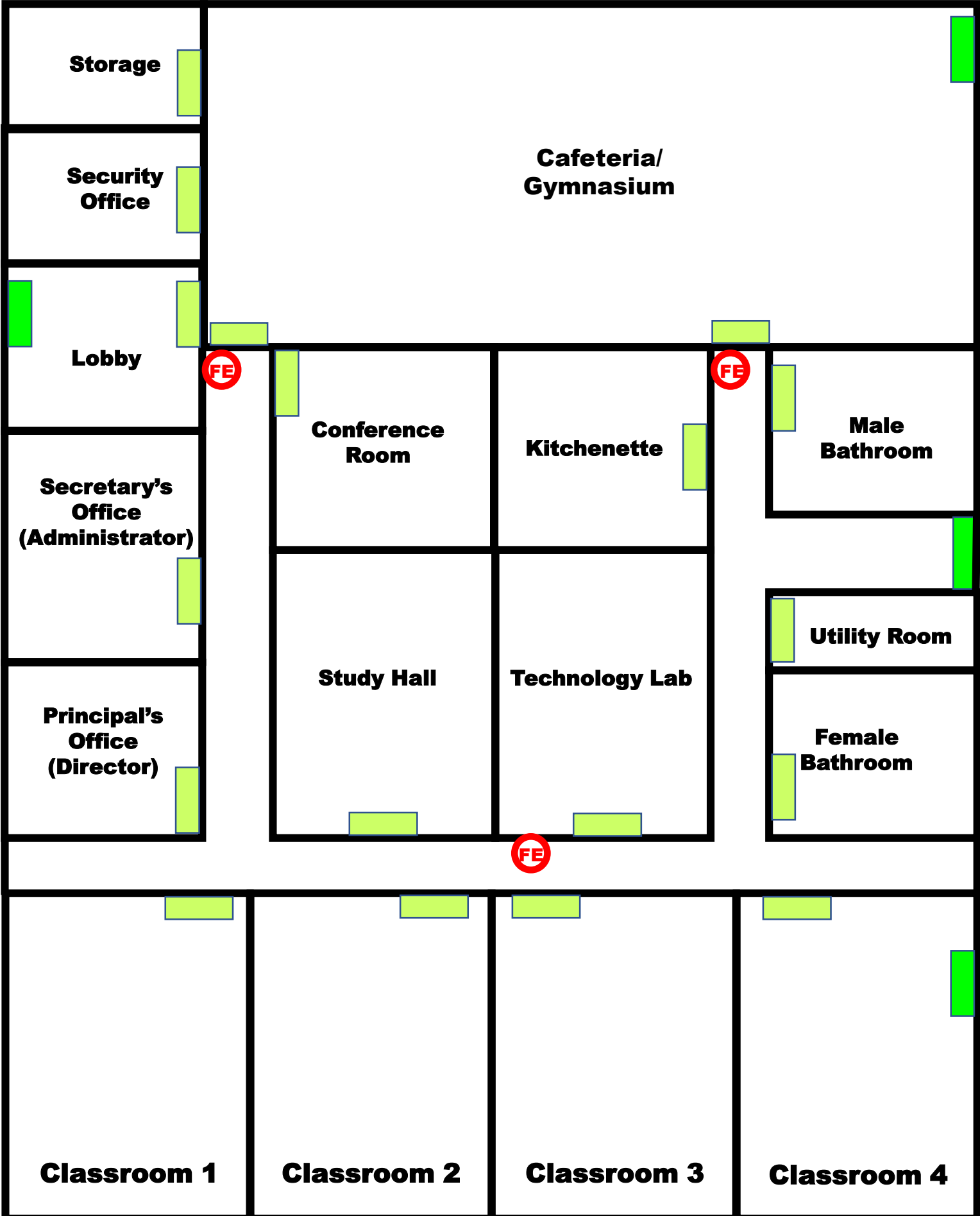
- Receive tuition payments and issued receipts.
- Maintain payment records and cash book.
- Generate documents, spreadsheets, flyers, certificates, and programs as needed.
- Prepare educational materials.
- Maintain files, supplies, and equipment.
- Order maintenance as needed.
- Keep attendance records.
- Issue payroll to teachers.
- Respond to and/or redirected telephone calls and visitors.
- Perform other assigned duties.

ACCOUNTING TECHNICIAN | DEFENSE FINANCE AND ACCOUNTING SERVICE (DFAS-IN) | 8899 E. 56TH STREET | INDIANAPOLIS, IN 46249 | 09/1997 – 05/2013

- Reviewed and evaluated accuracy of individual hard and soft copy invoices and bank statements.
- Prepared hard and soft copy invoices and bank statements for payment.
- Applied proper accounting information.
- Processed hard and soft copy payments.
- Reviewed processed payments for accuracy.
- Completed reconciliation of bank statement.
- Prepared production reports.
- Input Time and Attendance.

OFFICE AUTOMATION CLERK | DEFENSE FINANCE AND ACCOUNTING SERVICE (DFAS-IN) | 8899 E. 56TH STREET | INDIANAPOLIS, IN 46249 | 06/1993 – 08/1997

- Responded to and/or redirected telephone calls and visitors.
- Prepared written correspondence and packages.
- Collected data and used automation to process daily, weekly, and monthly statistical reports.
- Maintained tangible and intellectual files.
- Applied Federal laws, rules, policies, and regulations.
- Performed interoffice acquisitions and deliveries.
- Ordered and maintained supplies and equipment.
- Verified Time and Attendance.
- Input Time and Attendance for payroll processing.



FE Fire Extinguisher

Internal Door

Exits