

## **ONLINE APPLICATION INSTRUCTIONS**

1. Please go to the link below to create your child's online application. Parents will have to create an application for each child they wish to apply for. However, you may utilize the same account (user name & password) for which you have used to create an application for the previous child.

https://if-il.client.renweb.com/oa/login.cfm?memberid=1907

	In the name of Allah, M	st Merciful and Compassionate	
SCHOL	FOUNDATION SCHOOL		
		BACK TO SCHOOL WEBSITE ADMISSIONS ONLINE CERATE AN ACCOUNT ONLINE APPLICATION / JOCIN REQUITS INFORMATION FACTS FINANCIAL AID Ecoted your cassword? Create an account	d 
		Back to School Website   Admissions Online   Create an Account   Online Application / Login Powered by RanWeb <u>Statent Management System</u> , Providers of <u>Online Application</u>	Request Information

2. Select "Create an account"

	In the name of Allah, More Mercial and Companionate
ISLAMIC FOUNDATION SCHO	
	Online Application - Create an Account
	ACK: TO SCHOOL WEBSIT: AMMISDOS ONLY: CREATE AN ACCOUNT CREATE AN ACCOUNT PLACE STRUNCLUL AD -Arceard Datal: -Arceard D
	Back to School Website   Administran Online   Orate as Account   Online Application / Login   Request Information Proweed by RealWeb <u>Student Information Provides</u> , Provides of <u>Online Application</u>

3. Once you have created an account, select the "Create a New Student Application" button.

	In the name of /	Allah, Most Merciful and	Compassionate				
ISLAMIC FOUNDATION SC Scholarship • character • service	HOOL						
Logged in as Parent Test Log Out						1	Edit My Profile
	Online	Applicati	on				
BACK TO SCHOOL WEBSITE ADMISSIONS ONLINE ONLINE APPLICATION REQUEST INFORMATION FACTS FINANCIAL AID	Welcome Paret You have 2 stu Test, Student1 Test, Student2 Create a New Back to School W	at. You are currently lo dent applications creat School Year Applied 2016-2017 2016-2017 Student Application Vebsite   Admissions d by RenWeb Student Ma	gged in. d: Grade Level Applied PS K N Online   Online A nagement System, Prov	Application Status Start Application Open (edit) pplication   Request iders of <u>Online Applicatio</u>	Forms Access	Admissions Progress Status Status <u>Status</u>	Delete Delete

4. Enter in the information under "Create Student Application". Please make sure you select the appropriate grade level for which you are applying. *Preschool applicants must be born before 10/31/2015* 

n as Parent Test Log Out						Edit My I
Onlin	e Applicatio	on				
IO SCHOOL WEBSITE SIONS ONLINE You have 2 s	rent. You are currently log	gged in. d				
E APPLICATION Student	School Year Applied	Grade Level Applied	Application Status	Forms Access	Admissions Progress Status	
FINANCIAL AID Test. Student1	2016-2017	PS	Start Application		<u>Status</u>	Delete
<u>Test.</u> Student2	2016-2017	K	Open ( <u>edit</u> )		Status	Delete
Create Stu Student First Student Mid Student Last Student Suff	dent Application Name: Ile Name: Iname: Ile Name: Iname: I	(mm/dd/yyyy)				

5. Please read through the instructions carefully, then hit Next.

	Instructions & Resources
BACK TO SCHOOL WEBSITE	
ADMISSIONS ONLINE	IFS Test - Year: 201/-2018 - Grade: PS
ONLINE APPLICATION	Navt >
IFS TEST	210xx1
Instructions & Resources	Assalamu 'alaikum. Welcome to Islamic Foundation School's Online Application.
Applicant Information	Instructions
Household 1 Information	Please complete the Online Application forms listed in the left menu, beginning with Applicant Information form.
Document Upload	Note the following:
Application Review	<ul> <li>Yellow caution sign will appear in the menu next to forms that are missing required information.</li> <li>Green check mark will appear next to the form's menu item if it has been completed.</li> <li>After you have completed the Online Application, a Review and Submit Application form will appear. CLICK on the 'Complete Review and Submit Application' button in order to proceed towards making payment for the non-refundable \$50 application fee.</li> </ul>
	After your Online Application is submitted, within 10 business days you will receive an email regarding next steps. This may include one or more of the following:

- Scheduling a placement exam
  Scheduling a meeting with the principal
  Scheduling a meeting with the academic/behavioral counselor

Please also note that there are additional registration fees for enrollment once the student is accepted into the school. Please click here to review the Registration/Tuition Fees.

## Application Checklist

· Copy of Certified Birth Certificate (PreSchool applicants must be born before 10/31/2014)

We appreciate your interest and look forward to meeting you. If you have any questions or concerns, please feel free to contact our office at 630-941-8800 ext. 1000 or email us at <u>admissions@ifsvp.org</u>.

Thank you, IFS Registrar

Next >

6. Enter all applicant information. The red \* indicates required information. You will not be able to submit the packet until all required fields are entered. You do have the access to navigate through the screens and return to previous screens by selecting the appropriate buttons located at the top.

	Applicant Information				
BACK TO SCHOOL WEBSITE	IFS Test - Year: 2017-2018 - Grade: PS				
ONLINE APPLICATION					
FS TEST	< Save & Back Save Save & Next>				
instructions & Resources	⚠ There are 4 missing requirements on this form.				
Applicant Information	Please fill in the following fields about the <i>applicant</i> as thoroughly as possible.				
Household 1 Information	Ethnicity and Race classifications are based on data required by the Illinois State Board of Education. Islamic Foundation School				
Document Upload	admission policies do not discriminate on the basis of race, religion, color, national and ethnic origin.				
Application Review	Student Name				
Ipplication review	IFS Test (change)				
	Student Date of Birth * 10/20/2014 (mm/dd/yyyy)				
	A Will the student be enrolling full time or part time?				
	* O Part Time				
	○ Full Time				
	▲ Was the student homeschooled?				
	* OYes ONo				
	🛕 Do you currently have a child attending Islamic Foundation?				
	* O Yes O No				
	A If you have answered YES to the previous question, please indicate the first and last names of <u>both</u> parents/guardians.				
	If you have answered NO to the previous question, please indicate "NO" in the text box.				
	*				
	Corro & Dash Corro & North				

7. Enter the student's guardian information.

	Parent/Guardian Inform	nation
BACK TO SCHOOL WEBSITE ADMISSIONS ONLINE	IFS Test - Year: 2017-2018 - Grade: PS	
ONLINE APPLICATION	Sava & Back Same Sava & Name	
IFS TEST	< Save & Dack Save Save & Ivext >	
Instructions & Resources	A There are 16 missing requirements on this for	11.
Applicant Information	Please answer the following questions about the app	licant's primary custodial household.
A Parent/Guardian Information		Household 1
Document Upload		
Application Review	Home Address <u>Copy From Applicant</u>	
	A City *	
	A Country *	
	Contract of the	<u> </u>
	⚠ State *	
	🛆 Zip *	
	Parent/Guardian One	Parent/Guardian Two (leave blank if not applicable)
	\Lambda Last Name *	Last Name *
	A First Name *	First Name *
	Middle Name	Middle Name
	A Salutation *	Salutation *
	<b>~</b>	$\sim$
	\Lambda Gender *	Gender *
	O Male O Female	O Male O Female
	A Relationship to Applicant *	Relationship to Applicant *
	Custodial Rights? *     ONe	Custodial Rights? *
	Pierreid Process 2010 - 2 - 2	Vies Viel
	O Yes O No	O Yes ONo
	A Receive Correspondence? *	Receive Correspondence? *
	O'Yes O'No	OYes ONo
	A Marital Status *	Marital Status *
	<b>~</b>	$\sim$

- 8. Upload all required documents.
  - 10th-12th grade applications must submit their entire HS transcript
  - K-9th grade applications must submit their transcript/report cards from the 2016-17 school year

If any of the requested document(s) are not applicable for your child, please submit an uploaded document that will provide explanation. For example, if your child was previously home schooled or was enrolled in a Hifz program, we understand that a Transcript/ Report Card cannot be obtained.

However, please provide any documentation that supports their academic career thus far that will allow us to evaluate the academic capabilities of your child. This includes Quranic studies/Hifz enrollment information noting the number years enrolled, location, and achievement.

RACK to SCHOOL WEESITE         MUISSIONS ON LINE         OLINEA AFFLICATION         TSTUDENT         Instructions & Resources         Applicatin Information         Decement Upload         Application Review         Provide explorations must submit their entire HS transcript         • 10h-12th grade applications must submit their entire HS transcript         • 0chl:2th grade applications must submit their entire HS transcript         • 0chl:2th grade applications must submit their entire HS transcript         • 0chl:2th grade applications must submit their entire HS transcript         • 0chl:2th grade applications must submit their entire HS transcript         • 0chl:2th grade applications must submit their entire HS transcript         • 0chl:2th grade applications must submit their entire HS transcript         • 0chl:2th grade applications must submit their entire HS transcript         • 0chl:2th grade applications must submit their entire HS transcript         • 0chl:2th grade applications must submit their entire HS transcript         • 0chl:2th grade applications must submit their entire HS transcript         • 0chl:2th grade applications must submit their entire HS transcript         • 0chl:2th grade applications must submit their entire HS transcript         • 0chl:2th grade applications         • 0chl:2th grade applications         • 0chl:2th grade applications		Document Upload
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Instructions & Resources Applicant Information Decoment Upload Application Review Hence upload de documents noted below. All documents must be uploaded prior to submitting the Online Application. You will be able to upload after the Online Application has been submitted. Hence upload after the Online Application has been submitted upload active or variable for your child's catademic performance and or disciplinant reported. Hence upload here. Hence	IFS STUDENT	< Save & Back Save Save & Next>
Application information         Parent Guardian Information         Application Review    For Transcript/Report cards:          • 10th-12th grade applications must submit their transcript/report cards from the 2016-17 school year.    For Transcript/Report cards:          • 10th-12th grade applications must submit their transcript/report cards from the 2016-17 school year.    For Transcript/Report Card cannot be obtained. However, please provide any documentation noting the number year emoled, location, and achievement.          Please note that IFS has the right to request additional information regarding your child's academic performance and/or disciplinary records.    Please sche to obtain a copy of your child's Certified Birth Certificate          • Browse    Please prior to arth: Report Card:: Required for K-12th Grade Applicants          • Browse         Most Recent Standardized Test Scores: Required for K - 3th Grade Applicants    • Browse          • Browse	Instructions & Resources	Please upload the documents noted below. All documents must be uploaded prior to submitting the Online Application. You will be unable to upload after the Online Application has been submitted.
Parent Guardian Information         Document Upload         Application Review         If any of the requested document(i) are not applicable to a variable for your child y please submit an uploaded document that will any of the requested document(i) are not applicable to a variable of variance will be variable of variable of variable of variable of variable of variable of variable variable of variable variable of variable variable of variable variable variable variable variable variable variable of variable variable of variable variab	Applicant Information	For Transcripts/Report cards:
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Application Review       If any of the requested document(s) are not applicable to or available for your child, please submit an uploaded document that will provide explanation. For example, if your child may previously home schooled or was encolled in a Hifp program, we understand that a ranscript Report Card canno to be obtained. However, please provide any document that will use to evaluate that will explanation. For example, if your child. This includes Quranic studies/Hifz enrollment information noting the number years enrolled, location, and achievement.         Please note that IFS has the right to request additional information regarding your child's academic performance and/or disciplinary records.         Please scan and upload a copy of your child's Certified Birth Certificate         •       Browse         Please print out this form and enter all of the Records Request Form         Please print out this form and enter all of the required information including the signature. Once completed, please scan and upload here.         •       Browse         Transcript/Report Cards: Required for K-12th Grade Applicants         •       Browse         Transcript/Report Cards: Required for K - 5th Grade Applicants         •       Browse	Document Upload	<ul> <li>K-9th grade applications must submit their transcript/report cards from the 2016-17 school year</li> </ul>
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Browse      Save & Back   Save   Save & Next >		If your child has not taken a standardized test or if a record cannot be obtained, please submit an uploaded document that will provide explanation.
< Save & Back   Save & Next >		* Browse
		< Save & Back Save & Next >

9. Please review your application. If you have submitted everything you will not see any fields that have a **Required** listed. You will not be able to submit the packet until all required fields have been entered. If you wish to save a copy of the online application, click on PDF/PRINT.

Last, click on the "Complete Review and Submit Application" button. This will only be displayed if all the required fields have been completed.

ACK TO SCHOOL WEBSITE	
DMISSIONS ONLINE	IFS Student - Year: 2017-2018 - Grade: 10
NLINE APPLICATION	You have completed all the requirements for this online application. Review your information below. Use the links on the left to
S STUDENT	make any changes before submitting this application.
structions & Resources	Click the Complete Review and Submit Application button to submit application and make any fee payments that may be necessary.
Applicant Information	Complete Review and Submit Application View PD
Parent/Guardian Information	
Document Upload	Applicant Information
plication Review	Please fill in the following fields about the <i>applicant</i> as thoroughly as possible.
	Ethnicity and Race classifications are based on data required by the Illinois State Board of Education. Islamic Foundation School admission policies do not discriminate on the basis of race, religion, color, national and ethnic origin.
	Student Name: IFS Student
	Student Birth Date: 11/1/2000
	Has your child been or is currently homeschooled?
	Has your child not attended school for an extended period of time (one month or more) due to any of the following reasons?
	No, my child has been continously attending school
	Has your child previously attended Islamic Foundation School? If yes, please indicate the most recent year of your child's attendance. If not, please indicate "No" NO
	Do you currently have a child attending Islamic Foundation? $\bigcirc$ Yes $\bigcirc$ No
	If you have answered YES to the previous question, please indicate the names of both parents' first and last names.
	If you have answered NO to the previous question, please indicate "NO" in the text box.
	NO

10. Once your application has been submitted, the following message will appear. This will conclude your Online Application. You will then be informed by the school for next steps to proceed towards Online Enrollment.

Assalamu 'alaikum Islamic Foundation School Applicant,

Thank you for applying to our school. We have received your submitted online application and will begin the process of reviewing and building your application file.

As we review your online application, if we do not have all of the requested information, we will reach out to you with our additional requests.

You will be contacted once your application has been reviewed within ten business days.

In the meantime, should you have questions or concerns, please feel free to contact our front office at 630-941-8800 ext. 1000 or email us at <u>admissions@ifsvp.org</u>

Thank you, IFS Registrar