

# Al Falah Academy Steps for Re-Enrollment

(for Students who were enrolled in Al Falah for the 2021-22 school year)

- 1. Getting started - access and login to Gradelink:** Parents were sent an email from Gradelink on June 9th with login information for their families and students. If you need your login resent, please send an email to [registrations@icnschool.com](mailto:registrations@icnschool.com) listing all students who are re-enrolling. Go to [www.Gradelink.com](http://www.Gradelink.com) and use the *School ID*, *Family Username*, and *Password* found in this email to sign in to your Gradelink account. It is recommended to change your password after logging in. For help in changing your password, click this link: <https://community.gradelink.com/en/support/solutions/articles/6000212077-my-settings>
- 2. Enroll one child:** Once logged in to Gradelink, click on the "Re-Enroll" tab on the left side of the screen and follow the steps to complete the process.

The screenshot shows the Gradelink interface for re-enrolling a student named Anya. The page title is "Application/Registration...". The main heading reads "Thank you for enrolling your student at The Apple Academy for the 2021-2022 school year." Below this, there are instructions: "Please fill out the fields on each page as completely as possible and press Continue to proceed to the final submission page." It also states, "Your changes are saved automatically as you continue through the pages." and "You may go back to review and correct entries using the Back button or the page buttons to the left." A note mentions that the system will alert if a required field is missed. At the bottom right, there is a "Continue" button. On the left sidebar, the "Re-Enroll" tab is highlighted with an orange box. The top right shows "Now viewing: Anya".

- 3. Enroll additional children:** When the application for one student has been submitted, siblings can be re-enrolled or new siblings can be registered using the "Re-enroll siblings" option at the bottom of the screen.

The screenshot shows the Gradelink interface after submitting information. The page title is "Application/Registration...". The main heading reads "Thank you for submitting your information!". At the bottom of the page, there is a "Next..." button and a "Re-enroll siblings:" section with an "Add New..." dropdown menu and a "GO" button. The "Re-enroll siblings:" section is highlighted with an orange box. On the left sidebar, the "Re-Enroll" tab is highlighted with an orange box. The top right shows "Now viewing: Vince".

Click the drop-down menu and select another sibling currently in the school, in which case the screen will then switch over to the sibling's re-enrollment application. To register a new sibling, select "Add New" and follow the steps in this link: <https://community.gradelink.com/en/support/solutions/articles/6000221930-enrolling-a-new-student->

**4. Important!! Payment required to successfully enroll:** Please be sure to pay the registration fee of \$100 per family to avoid any delays in processing your application. *If registering multiple children, only 1 payment of \$100 is required and can be made under ANY student account.*

**5. Confirmation of student enrollment:** You will receive email updates regarding the status of your application. After submitting your re-enrollment, you should receive an email confirmation for EACH student you have enrolled for the 2022-2023 school year. If you do not receive a confirmation in your Inbox or Junk/Spam folder, please email [registrations@icnschool.com](mailto:registrations@icnschool.com) to verify that you have completed the registration process completely for your child(ren). Submission of the re-enrollment application does not constitute admittance to Al-Falah. Once your application has been reviewed, the registration fee has been applied, and we have confirmed there is space in the class, you will receive another email indicating your status as Approved.

These instructions are for *returning families ONLY*.

If you have any questions, please email [registrations@icnschool.com](mailto:registrations@icnschool.com)

JazakAllah Khair