



Al-Farooq Elite Academy

Knowledge • Faith • Character

Enrollment Documents Checklist

Required Documents & Office Review

A clean checklist parents can download and use before orientation or final seat confirmation.

Contact Information

- Website: alfarooqislamiccenter.org/academy
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This parent-facing document is intended for admissions, orientation, and family communication. Final policies, calendar dates, tuition support, and program details may be updated by school administration before the start of the school year.



Enrollment Documents Checklist

Use this checklist to prepare the documents needed for enrollment review. Please keep copies for your own records.

- ☐ Online enrollment application submitted.
- ☐ Student birth certificate or official proof of age.
- ☐ Parent / guardian photo ID.
- ☐ Immunization record or exemption documentation.
- ☐ Emergency contact form completed.
- ☐ Authorized pickup list completed.
- ☐ Previous school/daycare records, if applicable.
- ☐ Report card or progress record, if applicable.
- ☐ Medical/allergy information, if applicable.
- ☐ Medication authorization form, if applicable.
- ☐ Learning support records, IEP, evaluation, or academic concerns, if applicable.
- ☐ Tuition/scholarship support forms, if requested.
- ☐ Parent handbook acknowledgment, after issued.
- ☐ Uniform agreement or dress code acknowledgment, after issued.

Seat Confirmation Reminder

A seat is confirmed only after school acceptance, required documents, and family agreement are completed. Applying early is strongly encouraged because seats are limited.

Office Use Only

- ☐ Application reviewed.
- ☐ Seat available.
- ☐ Documents complete.
- ☐ Orientation attended / scheduled.
- ☐ Tuition support reviewed.
- ☐ Family agreement completed.
- ☐ Student accepted and seat confirmed.