



Mrs. Hanan Abdallah, M.Ed.

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Universal School

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Register on time
Limited classroom capacity!

April 10, 2017

Dear Parents:

I would like to remind our parents that we will begin the registration process on **May 8th, 2017** and will continue until May 26th, during school hours, 8:30 am to 3:30 pm.

The summer office hours of operation are from 10:00 am to 2:00 pm, and will be in effect from June 7th until July 31st. Office will be closed from June 22nd to the 28th due to Eid Al-Fitr Break and July 4th. We encourage all parents to complete the registration process during their scheduled dates to avoid the late charges per student.

Registration will be open to the public on June 5th and we may not be able to guarantee a seat for current students who have not re-registered, especially 6th-12th graders.

Please note that if your child will be attending **Pre-k, kindergarten, 6th and/or 9th grade**, an updated health record must be made available at the time of registration, and students entering **kindergarten, 2nd and 6th grade**, a dental record must be available in order to complete the process. Please schedule an appointment with your child's doctor as soon as possible, in order to avoid a delay in registration.

In order for registration to be complete the following requirements must be met:

1. **The 2016-2017 school year tuition and assessment balance must be paid in full**
2. **Complete the 2017-2018 registration forms (Available in the office)**
3. **Updated health records for Pre-k, kindergarten, 6th, and 9th grade students (Please see the other side of this letter for State Requirements)**
4. **Updated dental record for Kindergarten, 2nd and 6th grade students**
5. **The 2016-2017 registration, supplies fees, book fees, and other fees must be paid at the time of registration**

<u>LAST NAME STARTING WITH:</u>	<u>REGISTRATION DATE:</u>
A	MAY 8TH – MAY 12TH
B-L	MAY 15TH– MAY 19TH
M-Z	MAY 22ND – MAY 26TH

Late Registration Fee (If space is still available)

\$ 40.00 per returning student registering after the scheduled date and until June 2nd

\$ 80.00 per returning student registering from June 5th through July 16th

\$ 160.00 for returning students registering from July 19th through August 18^h

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

Thank you for your support and commitment to Universal School.

Sincerely,

The Administration