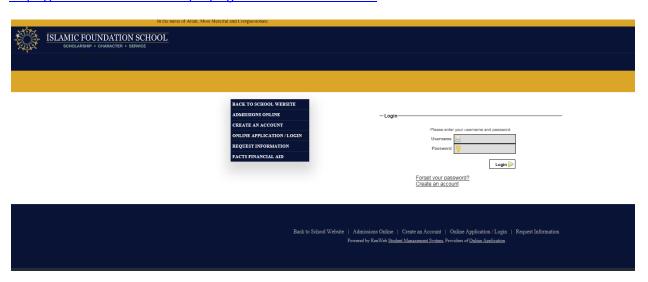


# **ONLINE APPLICATION INSTRUCTIONS**

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.

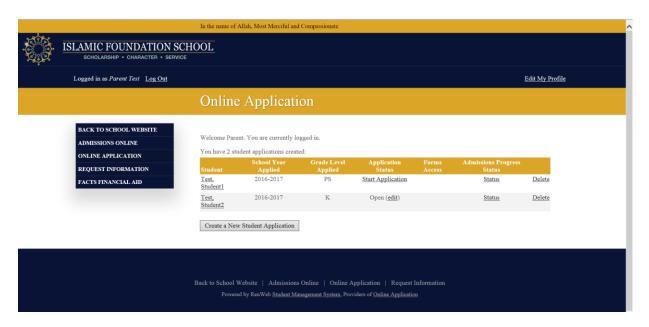
https://if-il.client.renweb.com/oa/login.cfm?memberid=1907



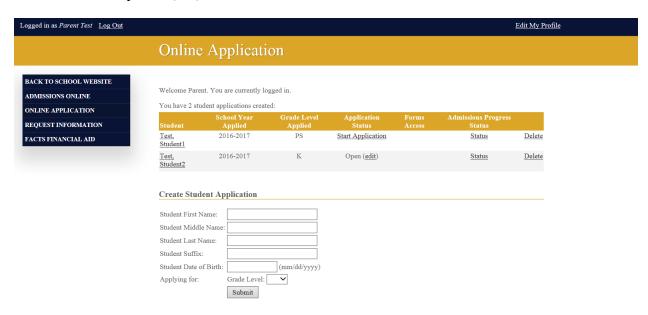
2. Select "Create an account"



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



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 10/31/2014* 



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

# Instructions & Resources

BACK TO SCHOOL WEBSITE ADMISSIONS ONLINE ONLINE APPLICATION IFS TEST

Instructions & Resources

Applicant Information

Household 1 Information

Document Upload

Application Review

IFS Test - Year: 2017-2018 - Grade: PS



Assalamu 'alaikum. Welcome to Islamic Foundation School's Online Application.

Please complete the Online Application forms listed in the left menu, beginning with Applicant Information form.

Note the following:

- Yellow caution sign will appear in the menu next to forms that are missing required information.
  Green check mark will appear next to the form's menu item if it has been completed.
  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.

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

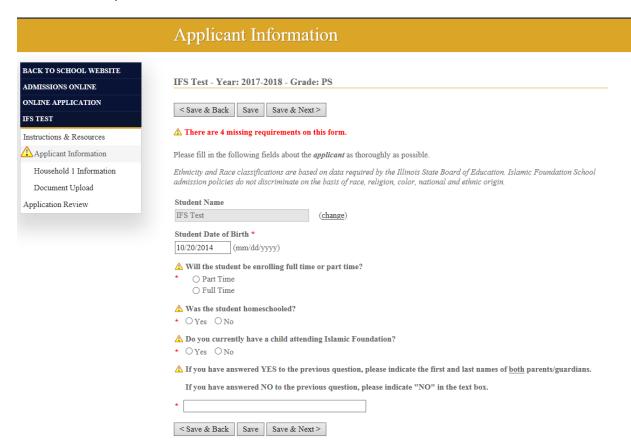
• Copy of Certified Birth Certificate (PreSchool applicants must be born before 10/31/2014)

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 <a href="admissions@ifsvp.org">admissions@ifsvp.org</a>.

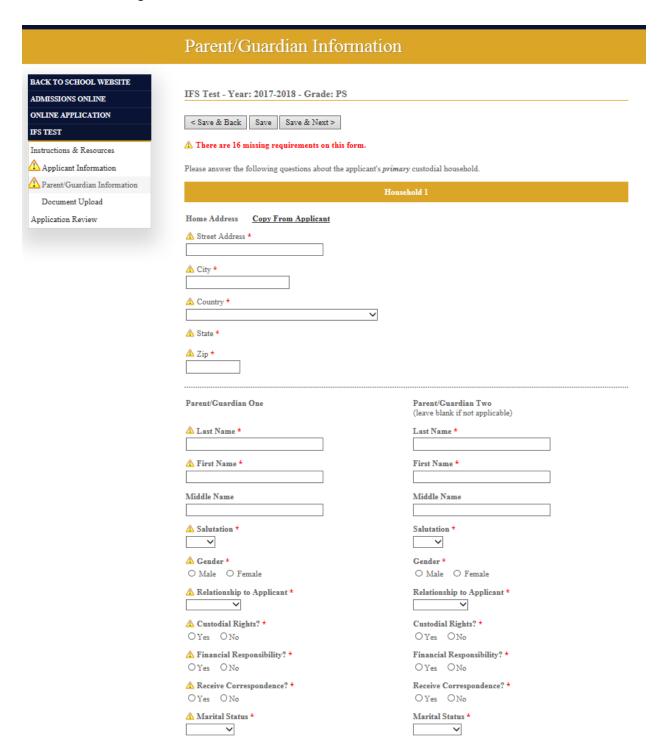
Thank you, IFS Registrar

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.



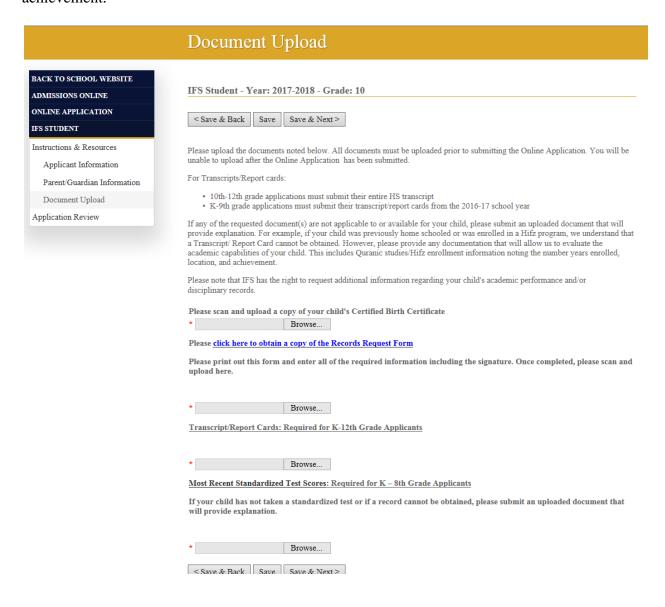
7. Enter the student's guardian information.



- 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 2015-16 school year

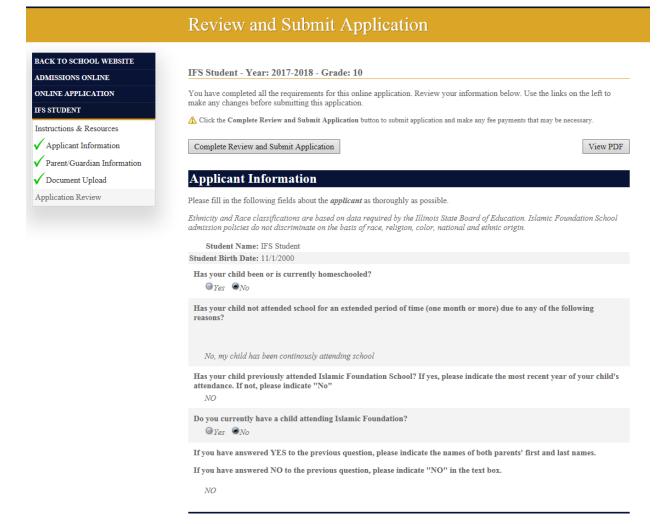
If any of the requested document(s) are not applicable for your child, please submit an uploaded document that will provide explanation. For example, if your child was previously home schooled or was enrolled in a Hifz program, we understand that a Transcript/ Report Card cannot be obtained.

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.



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.



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 <a href="mailto:admissions@ifsvp.org">admissions@ifsvp.org</a>

Thank you, IFS Registrar