

Al-Hadi's Parent Communication Roadmap

We encourage open lines of communication with our parents. If you have any questions or concerns, please reach out to the appropriate person responsible.

Administrative Assistant
 Qiyamah El Bari
 adminassistant@alhadi.com
 832.617.8363 Ext 2500

Payment collection First Aid Administration

Attending Incoming Phone Calls Checking in Visitors

Expect a response within 24 hours before following up with a reminder. Next point of contact: Operations Director

Preschool Director
 Fatemeh Vostaie
 fvostaie@alhadi.com
 832.617.8363 Ext 2506

Inquires related to Preschool enrollment, policies, curricula and tuition

Expect a response within 48 hours before following up with a reminder. Next point of contact: Operations Director

Registrar
 Mariam Mirza
 registrar@alhadi.com
 832.617.8363 ext 2504

Enrollment Tuition

Registration Student Data

Inquiries regarding Quickschools/ Attendance Concerns Transcripts Requests

Prospective Parents

Expect a response within 48 hours before following up with a reminder. Next point of contact: Registrar

Director of Development
 Academic Counselor
 Selma Zaidi
 selma.zaidi@alhadi.com
 832.617.8363 Ext 2503

E-trition Lunch Karate, Boot Camp, Basketball, Swimming, Robotics

School Uniforms and Supplies Textbook Inventory

AP Course & Dual Credit Questions MS/HS Academic Advising

Summer School Dismissal Logistics and Aftercare Program

Parent Volunteer Management

Expect a response within 48 hours before following up with a reminder. Next point of contact: Operations Director

Director of Operations
 Zahra Radhi
 business.manager@alhadi.com
 832.617.8363 Ext 2502

Requesting a substitute Textbooks (ordering, replacements) & Classroom supplies

HR Concerns, Updating employee info & Time off request Duties Schedules

IT/Online Book Access/ Support ticket School Calendar

Facility concerns Student email password reset

HR Ordering and Conducting Testing

Expect a response within 48 hours before following up with a reminder. Next point of contact: Principal

Vice Principal
 Lisa Kader
 lkader@alhadi.com
 832.617.8363 Ext 2505

General Academic concerns of Middle and High School Training courses through district

Curriculum and Lesson Plans Testing Coordinator Student academic/behavior concern (MS&HS)

Expect a response within 48 hours before following up with a reminder. Next point of contact: Principal

Academic Support
 Naveed Fatima
 nfatima@alhadi.com

AISD and HISD Title Funds Coordinator AHS Tutoring Program

Expect a response within 48 hours. If the issue continues, please re-email the teacher, copying the Dean. Next point of contact: Vice Principal

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<p>Student Life Coordinator Siddiqua Shahnawaz sshahnawaz@alhadi.com 832.617.8363 ext 2504</p>	<p>Lead / Subject Teachers Please check the Al-Hadi website for contact information. Please use only Al-Hadi communication channels and refrain from using personal emails or phone numbers of the teachers.</p>	<p>Dean of Elementary Sawsan Tawil stawil@alhadi.com</p>	<p>Apex Coordinator Siddeeqa Kanani skanani@alhadi.com</p>	<p>Parent Teacher Organization</p>
<p>Parent Communication</p> <p>School website and social media pages</p> <p>Staff Appreciation Week</p> <p>School Field Trips, Science Fair, Book Fair</p> <p>PSIA, Future City and Afterschool Clubs</p> <p>School Program Block</p> <p>Picture Day</p> <p>Graduation, NHS Induction, Academic Excellence Awards StuCo</p> <p>PTO Representative</p>	<p>All student-specific classroom communication</p> <p>Student's attendance</p> <p>Grading concerns</p> <p>Homework</p>	<p>General concerns of Elementary</p> <p>Questions about weekly calendars</p> <p>Student academic / behavior concerns (Elementary students)</p> <p>Curriculum and Lesson Plans</p>	<p>Grading</p> <p>APEX assignment submissions</p> <p>APEX Testing</p> <p>Expect a response within 48 hours before following up with a reminder. Next point of contact: Academic Counselor</p> <p>PTO Representatives</p> <p>Grade representatives will be available to consolidate, communicate and advocate on the general concerns that parents have. We encourage parents to reach out to the grade rep for general concerns.</p>	<p>President: Farhana Kassamali - president.pto@alhadi.com</p> <p>Vice President: Maria Gokal - vicepresident.pto@alhadi.com (Representative for grades: 6, 7, 8)</p> <p>Secretary: Rida Haider - secretary.pto@alhadi.com (Representative for grades: 3, 4, 5)</p> <p>Officer: Madiha Mirza - ptorep1@alhadi.com (Representative for grades: 9, 10, 11, 12)</p> <p>Officer: Mariyam Emami - ptorep2@alhadi.com</p> <p>Officer: Sakina Rizvi - ptorep3@alhadi.com (Representative for Preschool)</p> <p>Officer: Haider Zaidi - ptorep4@alhadi.com (Representative for grades: K, 1, 2)</p> <p>Teachers' Representative:</p> <p>Admin Representative: Siddiqua Shahnawaz - sshahnawaz@alhadi.com</p>
<p>Expect a response within 48 hours before following up with a reminder. Next point of contact: Operations Director</p>	<p>Expect a response within 48 hours. If the issue continues, please re-email the teacher, copying the Dean. Next point of contact: Vice Principal</p>	<p>Expect a response within 48 hours. If the issue continues, please re-email the teacher copying the Dean. Next point of contact: Vice Principal</p>		