

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
- New Student Testing & Interviews
- Prospective Parents Campus Tours

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
- Field Trips Book Fair
- Karate, Boot Camp, Basketball, Swimming, Robotics TGA
- School Uniforms and Supplies
- Textbook Inventory
- StuCo
- AP Course & Dual Credit Questions
- Teacher Luncheons, Staff Retreat
- MS/HS Academic Advising
- Summer School
- PTO Rep
- Dismissal Logistics and Aftercare Program
- Grant Funding
- Parent Volunteer Management
- Career Path Panel Discussions

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
- School Calendar
- IT/Online Book Access/ Support ticket
- Student email password reset
- Facility concerns
- 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
- PSIA

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>School website and social media pages</p> <p>Staff Appreciation Week</p> <p>School Program Block</p> <p>Model UN, Future City and Afterschool Clubs</p> <p>Picture Day</p> <p>Graduation, NHS Induction, Academic Excellence Awards</p> <p>Expect a response within 48 hours before following up with a reminder. Next point of contact: Operations Director</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>All student-specific classroom communication</p> <p>Student's attendance</p> <p>Grading concerns</p> <p>Homework</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>Dean of Elementary Sawsan Tawil stawil@alhadi.com</p> <p>General concerns of Elementary</p> <p>Student academic / behavior concerns (Elementary students)</p> <p>Questions about weekly calendars</p> <p>Curriculum and Lesson Plans</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>Apex Coordinator Siddeeqa Kanani skanani@alhadi.com</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>Parent Teacher Organization</p> <p>President: Farhana Kassamali - president.pto@alhadi.com</p> <p>Vice President: Haider Zaidi - vicepresident.pto@alhadi.com</p> <p>Secretary: Laraib Mahmood - secretary.pto@alhadi.com</p> <p>Officer: Jordan Bagby - ptorep1@alhadi.com (Representative for Preschool)</p> <p>Officer: Kaneez Rizvi - ptorep2@alhadi.com (Representative for grades: K-5)</p> <p>Officer: Marzooq Lakhani - ptorep3@alhadi.com (Representative for grades: 6, 7, 8)</p> <p>Officer: Mariyam Emami - ptorep4@alhadi.com (Representative for grades: 9, 10, 11, 12)</p> <p>Teachers' Representative: Madiha Zaidi - mzaidi@alhadi.com</p> <p>Voss Representative: Dureyakta Mirza - dmirza@alhadi.com</p> <p>Admin Representative: Selma Zaidi - selma.zaidi@alhadi.com</p>
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