

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

Registrar
Mariam Mirza
registrar@alhadi.com
832.617.8363 ext 2504

- Enrollment
- Tuition
- Registration
- Student Data
- Inquiries regarding Quickschools
- Transcripts requests
- Prospective Parents

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

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

- E-trition Lunch
- Parent Communication
- School website and social media pages
- School Uniforms and Supplies
- Graduation, NHS Induction, Academic Excellence Awards StuCo
- School Field Trips, Science Fair, Book Fair
- Summer School
- Staff Luncheons & Faculty Appreciation Week
- Student _xtracurricular activities PSIA, Future City, Karate

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 / Internet & Clever concerns / Support ticket
- School calendar
- Facility concerns
- Reimbursement
- Parent concerns
- COVID Testing
- Student email password reset

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
- AP Course & Dual Credit Questions
- Curriculum and Lesson Plans
- Training courses through district
- Student academic/behavior concern (MS&HS)

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

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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.

- All student-specific classroom communication
- Parent communication
- Grading concerns
- Student's attendance
- Homework

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

Dean of Preschool
Fatemeh Vostaie
fvostaie@alhadi.com
832.617.8363 Ext 2506

- Home School Plus
- 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

Dean of Elementary
Sawsan Tawil
stawil@alhadi.com

- General concerns of Elementary
- Student academic / behavior concerns (Elementary students)
- Questions about weekly calendars
- Curriculum and Lesson Plans

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

Apex Coordinator
Mazhar Naqvi
mnaqvi@alhadi.com

- Grading
- APEX assignment submissions
- APEX Testing

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

Academic Support Amir
Golabbakhsh
agolabbakhsh@alhadi.com

- Dual Credit/Graduation Checklist/Master Scheduling
- Graduation questions
- APEX Course selection

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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PTO

President: Dureyakta Mirza -
president.pto@alhadi.com

Vice President: Zainab Kakli -
vicepresident.pto@alhadi.com
(Representative for grades: KG,
1, 2)

Secretary: Nazish Salim -
secretary.pto@alhadi.com
(Representative for grades: 6, 7,
8, 9)

Officer: Madiha Mirza -
ptorep1@alhadi.com
(Representative for Preschool)

Officer: Maria Gokal -
ptorep2@alhadi.com

Officer: Rida Haider -
ptorep3@alhadi.com
(Representative for grades: 3, 4,
5)

Officer: Adil Rizvi -
ptorep4@alhadi.com
(Representative for grades: 10,
11, 12)

Teachers' Representative:
Sarwat Bangash -
sbangash@alhadi.com

Admin Representative: Selma
Zaidi - selma.zaidi@alhadi.com

**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.**