

19/03/2019

**Subject: Re-registration for 2019/2020 Academic Year****Dear Parents:**

The Administration of Al Nahda National Schools would like to extend best wishes to you and thank you for your continued support and trust in Al Nahda as one of the most prestigious educational institutions in the U.A.E. We ask you to read the important information below about re-registration for the **2019/2020** Academic Year.

Re-registration opens on **15/04/2019** and closes **09/06/2019**

The registration of your son/daughter for the current academic year will end on Thursday June 27, 2019. **The re-registration period will be from 15/04/2019 to 09/06/2019.** Given the number of students and classes, it is highly probable that seats will not be available for students who do not re-register and complete all procedures by the deadline of 09/06/2019. The re-registration procedures are explained below.

All pending fees for the 2018/2019 Academic Year must be settled before re-registration for the coming year.

**Steps for re-registration (including change of program, bus registration, and withdrawal):**

1. **Settle all remaining school fees for the 2018/2019 Academic Year.**
2. Go online to [www.nahdaschools.com](http://www.nahdaschools.com) and login **PARENT PORTAL** using the same parent username/password you were provided to access your son/daughter's **Report Card**.
3. **Click Skip \* go to LEFT PANEL \* Academics \* Re-register.**
4. Click the Re register icon and select "Yes" if you would like to re-register for **2019/2020**.
5. Read the school policies carefully. By clicking "I agree" during the online re-registration, you are confirming that you have read, understood and agreed to all school policies.
6. Complete the re-registration application and submit.
7. Receive your appointment to bring **the original Emirates ID** cards for the father, mother, and student to the Registration Office. This step is mandatory to complete re-registration. For your convenience, please make sure to come at the appointed time.
8. After you appear for the Emirates ID appointment, follow up with the Accounts Department to confirm your son/daughter's re-registration.
9. Deadline to complete all steps above for re-registration is 09/06/2019.
10. For all parents who have added new student for new AY 2019/2020, you can finish the procedure by the same day of re-registration of the existing ones and be sure to add the names in parent' card.

**Girls School مدرسة البنات**

ص.ب: ٨١٥ - ابوظبي - ا.ع.م. تلفون: ٤٤٧٧٦٠٠ / ٤٤٧٤٥٥٠ (٩٧١٢). فاكس: ٤٤٧٧٨٩٤ / (٩٧١٢)  
P.O. Box 815, Abu Dhabi, U.A.E • Tel.: (971 2) 4477600/4474550 • Fax: (971 2) 4477894  
E-mail: nahdag1@emirates.net.ae

**Boys School مدرسة البنين**

ص.ب: ٨١٥ - ابوظبي - ا.ع.م. تلفون: ٤٤٥٢٩٨٤ / ٤٤٥٤٢٠٠ (٩٧١٢). فاكس: ٤٤٥١٦٣٧ / ٤٤٥٤٨٠٥ (٩٧١٢)  
P.O. Box 815, Abu Dhabi, U.A.E • Tel.: (971 2) 4454200/4452984 • Fax: (971 2) 4454805/4451637  
E-mail: alnahda@emirates.net.ae • E-mail: nahdab1@emirates.net.ae

## **Change of Program**

- There is no online application for the change of program. It will be applied here in the Registration Office once you visit based on your schedule.
- All applications are subject to approval **by the School Administration.**

## **Withdrawal/Transfer**

- Click the re-registration icon and select "No" if you will be withdrawing your son/daughter from the school. Complete the details for the transfer application and submit.
- Transfers in eSIS and transfer certificates for students leaving the UAE will only be provided when the final school results for 2018/2019 are approved in eSIS and distributed (on the condition that the student passes without any make-up exam).

## **Bus Registration**

- There is no online application for Transportation whether it's for new or existing students. It will be applied or re-registered here in the office once you visit based on your schedule.
- Receive your appointment to visit the Transportation Dept. to confirm your correct address and that the location is available for bus service. This step is mandatory to complete bus registration. For your convenience, please make sure to come at the appointed time.
- After you appear for the Transportation Dept. appointment, follow up with Accounts Dept. for bus fees to confirm your son/daughter's bus registration.
- Deadline to complete all steps above for bus registration is **09/06/2019**. You will receive your child's bus assignment by **25/08/2019**.



### **Registration Office**

Located in the General Administration  
Next to the Boys School campus

**Saturday – Wednesday 8:00 am – 4:00 pm**  
**Thursday 8:00 am – 1:00 pm**

## **Administration**

### **Girls School مدرسة البنات**

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