



## Bayaan Academy Contact Procedures

Query	Method of Contact
Admissions and General queries	<ol style="list-style-type: none"><li>1. Email: <a href="mailto:Admission@bayaanacademy.com">Admission@bayaanacademy.com</a></li><li>2. Phone: (410) 881-2160</li></ol>
Academic Enquiries	Email: <a href="mailto:principal@bayaanacademy.com">principal@bayaanacademy.com</a> <a href="mailto:contact@bayaanacademy.com">contact@bayaanacademy.com</a>
Subject Teachers	Contact relevant teacher via <ol style="list-style-type: none"><li>1. Schoology</li><li>2. PowerSchool [direct email]</li><li>3. <a href="mailto:principal@bayaanacademy.com">principal@bayaanacademy.com</a></li></ol>
Absences	Email both: <ol style="list-style-type: none"><li>1. <a href="mailto:principal@bayaanacademy.com">principal@bayaanacademy.com</a></li><li>2. Relevant teachers</li></ol>
Documentation requests Reports/Transcripts/Referrals etc.	Email: <a href="mailto:contact@bayaanacademy.com">contact@bayaanacademy.com</a> <a href="mailto:admission@bayaanacademy.com">admission@bayaanacademy.com</a>
Withdrawals	Submit a request in writing to: <a href="mailto:admission@bayaanacademy.com">admission@bayaanacademy.com</a>
Tuition Fees, invoices and payments	Email: <a href="mailto:accounts@bayaanacademy.com">accounts@bayaanacademy.com</a>
Technical Issues, Logins	<ol style="list-style-type: none"><li>1. Live Help Desk Monday-Thursday 2:30 – 3:30 PM EST <a href="https://bayaanacademy.zoom.us/j/83906808541">https://bayaanacademy.zoom.us/j/83906808541</a></li><li>2. Help Desk: <a href="https://bayaanacademy.com/help-desk">https://bayaanacademy.com/help-desk</a></li></ol>
Curriculum Support (Self Paced) and Electives Queries.* [*Only currently enrolled students (for program inquiries contact admissions)]	Email: <a href="mailto:risha.ahmed@bayaanacademy.com">risha.ahmed@bayaanacademy.com</a>
Job Vacancies / Applications	<ol style="list-style-type: none"><li>1. Apply via the website: <a href="https://bayaanacademy.com/employment/">https://bayaanacademy.com/employment/</a></li><li>2. Email: <a href="mailto:career@bayaanacademy.com">career@bayaanacademy.com</a></li></ol>