

Contact Procedures

Query	Method of Contact
Admissions and General queries	- Email: Admission@BayaanAcademy.com - Phone: +1 (410) 881-2160 ext #1
Academic Inquiries (Grades, Assignments, etc)	Email: - Relevant Teacher - Elementary: amatullaah.armand@bayaanacademy.com Middle School (G6-8): salma.musa@bayaanacademy.com High School (G9-12): yusra.amatulaleem@bayaanacademy.com +1 (410) 881-2160 ext #5 principal@BayaanAcademy.com
Academic Counseling (GPA, courses, graduation progress, schedules)	Email: - High School henna.khadim@BayaanAcademy.com - Elementary & Middle School mariyam.wafa@bayaanacademy.com - Phone: (410) 881-2160 ext #4
Assessments	Email: assessments@BayaanAcademy.com
Events & Field Trips	Email: outreach@BayaanAcademy.com
Subject Teachers	Contact the relevant teacher via - School Messenger - PowerSchool [direct email] principal@BayaanAcademy.com
Absences	Report via: - School Messenger - Email: Relevant teachers and attendance@BayaanAcademy.com - Disputes Email: attendance@BayaanAcademy.com
Documentation Requests (Reports/Transcripts/Referrals etc.)	Email: records@BayaanAcademy.com
Withdrawals	Submit a request in writing to: admission@BayaanAcademy.com
Tuition Fees, invoices, and payments	Email: accounts@BayaanAcademy.com
Technical Issues, Logins	- Live Help Desk Monday-Thursday 9:00 - 11:00 AM EST & 2:30 – 3:30 PM EST https://bayaanacademy.zoom.us/j/83906808541 - Help Desk Web Page: https://bayaanacademy.com/help-desk helpdesk@bayaanacademy.com
Electives Queries* [*Only currently enrolled students]	Email: selfpaced@BayaanAcademy.com

Curriculum Support (Self-Paced)	Email: selfpaced@BayaanAcademy.com Go to our partner website: https://www.rihlamd.org/
Job Vacancies / Applications	1. Apply via the website: https://bayaanacademy.com/employment/ 2. Email: career@BayaanAcademy.com
Director of Bayaan Academy	Email: office@BayaanAcademy.com