Good afternoon SHCS families!

It's hard to believe that it's already time to start planning for the 2025-2026 school year, but we are so excited to begin continuous enrollment this year! We are so thankful for your dedication and support of SHCS. We couldn't do it without all of our amazing families!

On **Wednesday, January 29**, students will be automatically re-enrolled for the 2025-2026 school year! On this day, your FACTS account will be charged a non-refundable $280 continuous enrollment fee per family.

ACTION STEPS:

1. If you have had a change of address, phone number, email address, family situation, etc., please let us know as soon as these changes occur so that we can manually update the system. You can email these changes directly to me at ewidmer@shcknox.org.
2. Submit the following documents to the front office with attention to the Admissions Office or scan them directly to Clarissa Rojas at crojas@shcknox.org.
    a. Stewardship/Parish Contribution Form - **submit by Wednesday, January 29**
    b. TN Official Immunization Certificate - all enrolled 7th graders are required by the State of Tennessee to receive a booster vaccine and an updated TN Official Immunization Certificate must be on file at SHCS before the first day of the 2025-2026 school year.
    c. Updated custody documents, if applicable

No action is needed at this time for current 8th grade students.

*****If you know your child(ren) will not be returning to SHCS next year, the deadline to let us know and avoid the $280 continuous enrollment fee is *Wednesday, January 8*. Please notify us by emailing me at ewidmer@shcknox.org and Janine Juckett, Business Manager, at jjuckett@shcknox.org.**

Please Note: SHCS strives to be a good steward of the school's budget. Withdrawals after May 31st impact this budget. Based on enrollment numbers, money is allocated for new teacher hires, book orders, technology purchases, and software licenses. Student withdrawals negatively impact the finalized budget.

Notification of withdrawal after May 31st will require a withdrawal fee of $1,500.00 per student, on the date of the withdrawal notification, along with any outstanding balances. Book rentals and student fees are not refundable, not prorated, and are due on the date of withdrawal. Withdrawal after the school's start date will require a fee of $2,500.00 per student, along with any outstanding balances, book, and student fees, on the date of the withdrawal notification. Student records, including transcripts, will not be released until the student has completed the SHCS withdrawal process.

Please contact me at ewidmer@shcknox.org or 865-558-4136 if you have any questions. We are already looking forward to another year of growth, fun, and learning with your child(ren)!

Go Eagles!

Emily Widmer
Director of Admissions