

Dear Scecina Students and Parents,

We are excited to announce the start of re-enrollment for the 2023 – 2024 school year. We look forward to successfully completing the current school year and your child returning with us next year for the 2023 – 2024 year. Your active involvement in the re-enrollment process will serve to place your child in academically appropriate classes and provide our staff with valuable information to support you next year.

This letter provides a high-level overview of the required steps to complete the re-enrollment process. Re-enrollment includes four phases: (1) registration form and fee, (2) tuition assistance application or waiver, (3) academic course requests, and (4) completing the enrollment checklist.

Our goal is for all families to complete Phases 1-3 of the re-enrollment process before Friday, March 17, 2023. This timeline will allow you to take advantage of the Early Registration Discount that ends on March 17, 2023. All re-enrollment information, including a copy of this letter, is located at <https://www.scecina.org/re-enroll-now>. A description of each re-enrollment phase is below. We are now in re-enrollment for Phases 1 and 2 as described below. Phase 3 begins on Monday, February 6, and Phase 4 begins on Wednesday, March 1.

**Phase 1: Registration Form and Fee (Available Now; Please complete by Thursday, February 24, 2023)**

Families must complete the registration form on the SchoolAdmin website to indicate their child's enrollment at Scecina Memorial High School for the 23-24 school year. The form will be pre-filled with information from the 22-23 school year; please carefully review the information and make any necessary updates. Families are invited to log onto the SchoolAdmin website at <https://scecina.schooladminonline.com> now. If you have trouble accessing the SchoolAdmin website, our online re-enrollment system, please contact the school at 317-356-3260 to speak with Bethanne Doyle, Director of Business Operations ([bdoyle@scecina.org](mailto:bdoyle@scecina.org)), or 317-352-3224 for Ivette Clinger, Tuition Assistant y Contacto Latino ([iclinger@scecina.org](mailto:iclinger@scecina.org)).

After submitting the registration form, families will be prompted to pay the registration fee. There is only one registration fee per family, regardless of the number of children attending Scecina at the same time. The fee will be reflected on only the oldest child's enrollment checklist on the SchoolAdmin website. The registration fee is \$150 on or before Friday, March 17, 2023. Starting March 18, 2023, the registration fee will be \$250 per family.

**Phase 2: Tuition Assistance Application or Waiver (Available Now; Please complete by Friday, March 17, 2023)**

Scecina is committed to meeting every family's demonstrated financial need so that Scecina is affordable and accessible for everyone who wishes to attend. Through the generosity of hundreds of Scecina alumni and friends, we award need-based tuition assistance and scholarships every year.

The tuition assistance application and waiver are available now via the SchoolAdmin website at <https://scecina.schooladminonline.com>. We ask all families to complete the tuition assistance application or waiver before March 17, 2023.

**Phase 3: Academic Course Requests (Begins Monday, February 6, 2023; Please complete by Friday, March 17, 2023)**

In this phase, we will utilize your child's successes in the current school year, teacher recommendations, and a focus on your child's graduation requirements. We want to provide your child with new opportunities and a healthy blend of challenge and support that will lead to personal growth and success. By us all working together to move efficiently through the previous phases, and completing Phase 3 on time, we will release student academic schedules as early as possible during summer break. Important milestones in this phase include:

- By February 9, 2023, teachers complete course recommendations for students based on current academic performance.

- By February 10, 2023, we will release the 2023-24 Course Catalog to the Scecina website (<https://www.scecina.org>).
- By February 10, 2023, we will provide parents with information about the course requesting process, and provide parents ways to schedule meetings with school counselors to answer questions about course requesting.
- Beginning February 13, 2023, school counselors will review with students the course requesting process during WIN periods during the school day.
- By February 23, 2023, students will complete course requests with parental and school counselor input.

**Phase 4: Complete Enrollment Checklist (Begins Wednesday, March 1, 2023; Please complete by Friday, July 21, 2023)**

The following re-enrollment checklist items must be completed inside your SchoolAdmin enrollment portal. Directions for completing the following steps are shown in your SchoolAdmin checklist:

- Sign Tuition Contract.
- FACTS Payment Plan Enrollment.
- State CHOICE Voucher Appointment (if applicable).
- Ethical and Responsible Use of Technology Agreement.
- Technology Fee of \$185.

Thank you once again for being an important member of our Scecina Community. On behalf of our administration, faculty, and staff, thank you for completing the re-enrollment process on time and for saying “Yes!” to Catholic education at Scecina Memorial High School. We look forward to serving and supporting you next year!

Sincerely,

David Dellacca  
Principal