



SCECINA MEMORIAL
HIGH SCHOOL

January 19, 2024

Dear Scecina Students and Parents,

We are excited to announce the start of re-enrollment for the 2024-2025 school year! We are looking forward to successfully completing the current school year and your child returning with us next year for the 2024-2025 year. Your active involvement in the re-enrollment process will place your child in academically appropriate classes and provide our staff with valuable information to support you next year.

In this letter, we are providing 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 1, 2024**. This timeline will allow you to request academic classes for next year and take advantage of the Early Registration Discount that ends on March 15, 2024. 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 Phases 1 and 2 as described below. Phase 3 begins on Tuesday, February 6, and Phase 4 begins on Monday, March 4.

Phase 1: Registration Form and Fee (Available Now; Please complete by February 24, 2024)

Families must complete the registration form on the SchoolAdmin website to indicate their child's enrollment at Scecina Memorial High School for the 2024-25 school year. The form will be pre-filled with information from the 2023-24 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 317-352-3262 to speak with Dave Smith, Tuition Manager, dsmith@scecina.org, or 317-352-3224 for Ivette Clinger, Tuition Manager y Contacto Latino (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 15, 2024**. Starting March 16, 2024, the registration fee will be \$250 per family.



**SCECINA MEMORIAL
HIGH SCHOOL**

Phase 2: Tuition Assistance Application or Waiver (Available Now; Please complete by March 17, 2024)

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

The tuition assistance application and waiver are available now via the SchoolAdmin website at <https://seccina.schooladminonline.com>. We ask all families to complete the tuition assistance application or waiver before **March 15, 2024**.

Phase 3: Academic Course Requests and Intent to Return Forms (Begins February 6, 2024; Complete by March 1, 2024)

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. 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 2, 2024, the 2024-25 Course Catalog will be posted to the Seccina website (<https://www.seccina.org>).
- By February 15, 2024, teachers complete course recommendations for students based upon current academic performance.
- By February 15, 2024, information about the course requesting process and intent to return form will be emailed to all families.
- Beginning February 15, 2024, and through February 20, 2024, school counselors will review with students the course requesting process during WIN periods during the school day.
- By **February 27, 2024**, students will complete course requests with parental and school counselor input.

Phase 4: Complete Enrollment Checklist (Begins March 4, 2024; Please complete by July 1, 2024)

Phase 4 includes the signed tuition contract, FACTS Payment Plan Enrollment, CHOICE Voucher Appointment, Ethical Use of Technology Agreement and the Technology Fee. More information about completing the items in Phase 4 will be forthcoming.



SCECINA MEMORIAL
HIGH SCHOOL

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 now and always!

Sincerely,

Dr. Peg Dispenzieri
Principal