

Admissions

Registration process

- Complete the new student application which is found online at www.shcards.org (click on admissions process); a \$25 application fee must be paid online prior to submitting the application.
- E-mail a copy of your student's most recent report card to Mrs. Mallicoat (smallicoat@shcards.org) or turn in a copy of the report card to the front office.
- Mrs. Mallicoat will contact parents of entering K5-8th grade students to schedule placement tests and will contact parents of entering 9th grade students to schedule an entrance exam.
- An interview will be scheduled with the principal, student(s), and parent(s) at which time test results will be discussed. The principal will notify the parents regarding recommended grade placement and if an offer to attend Sacred Heart will be extended.
- If your student receives an offer to attend, you will receive an e-mail with directions to complete the enrollment packet online. This will include setting up a payment plan within the FACTS system and paying the non-refundable registration fee - \$400 (prior to April 6, 2020) \$450 (beginning April 6, 2020) The fee may either be paid online or in the Finance office to Mrs. Heathcock.
- The following documents may either be submitted online or turned in to the front office:
 - (1) the child's birth certificate
 - (2) the child's social security card
 - (3) the official certificate of immunization (blue form) from the Alabama Department of Health verifying that the student has received all legally required vaccinations OR a certificate of exemption
 - Prior to the next school year, 9-12th grade students need to submit a transcript from their previous school.
 - Students who attended another school (1st grade and above) will need to provide a withdrawal notice and discipline record from the previous school prior to attending Sacred Heart. (*withdrawal must be in good standing)

Any financial questions should be directed to Mrs. Heathcock in the finance office by calling 256-237-4231 or e-mailing her at [ehealthcock@shcards.org](mailto:heathcock@shcards.org).

Any registration questions or questions about the application process should be directed to Mrs. Mallicoat by calling 256-237-4231 ext. 110 or e-mailing her at smallicoat@shcards.org.