

Dear SMA Families, Faculty, and Staff,

We hope and pray that your summer has started well and that you are enjoying much-needed rest, relaxation, vacations, and time with your family and friends. The following information is to assist you in preparing for the upcoming school year for your student(s). Please read carefully and do not hesitate to reach out to the designated contacts for questions or clarifications.

Blackbaud (new school information system replacing FACTS)

Toward the end of July, parents/guardians will be receiving an email invitation to set up their school accounts. Once this information goes out, you will be hearing from the School Office for further information.

Registration

All families must sign-up for a registration time. Day Students, New Boarding Students, and Returning Boarding Students will have different days on which they may register, which are listed below. To sign up for a registration time, email the school office at SchoolOffice@smabears.org with your preferred date and time.

Day Student Dates: July 24-28, 2023, or August 2-4, 2023.

New Boarding Student Date: August 7, 2023

Returning Boarding Student Date: August 8, 2023

Registration Forms for All Grade Levels

Student Campus Access Permit Form:

📎 23-24 Student Campus Access Permit Form.pdf

Parent/Guardian Campus Access Permit Form:

📎 23-24 Parent/Guardian Campus Access Permit Form.pdf

Pick-up/Check-out Authorization Form: 📎 23-24 Pick-up Check-out Athorization.pdf

Student Health Forms

PreK through 12th grade Student Health Forms must be filled out prior to registration.

Return forms to the school office or email them to SchoolOffice@smabears.org.

Day Student Forms: 📎 Day Student Medical Authorization.pdf

Boarding Student Forms: 📎 Boarding Student Medical Authorization.pdf

PreK through 5th grade must have proof of a wellness check and will not require a physical before they will be allowed to participate in PE.

Students in grades 6th through 12th must have a current physical form from your child's doctor. The doctor may use their own form.

Turn in all forms and proof to the school office: SchoolOffice@smabears.org

Middle School (MS) and Upper School (US) Athletics:

All Upper School students must complete Rank One forms online to be filled out prior to registration [Welcome to the Rank One Parent Portal](#).

Instructions can be found here:

📎 Rank One Instructions for Upper School Students.pdf

July 31, 2023: Two-a-day training begins for Football and Volleyball. Boarding students will need to make arrangements on their own for lodging during this time. If your student will be involved in Football or Volleyball and cannot attend, please contact Coach Wade.

Physicals must be completed before participation in summer camps and before the start of the school year. Students without valid or completed physicals will not be allowed to participate in PE, Athletics, or Camps.

For further clarification or questions, contact Coach Toby Wade, Athletic Director, at WadeT@smabears.org.

Uniform Fittings Appointments

Fittings for uniforms will take place from July 11, 2023, through July 21, 2023. Early uniform fittings help you get a jump start on school uniforms for the upcoming year.

If you are not able to schedule an early appointment, we will be available to assist with uniform fittings during registration. Contact Mrs. Alyssa Clutter at ClutterA@smabears.org or (512) 753-8026.

Tuition Payment Updates

Tuition invoices for the 23-24 school year will be available after June 21st on the Blackbaud Tuition Management portal ([Blackbaud Tuition Management](#)). You will also be notified via email once your account has been billed.

Although the first payment is not due until July 25th (or the day of registration), we would like to provide you the opportunity to review your invoice and contact us with any questions you might have prior to the due date. Payments can be made online through the Blackbaud Tuition Management portal or directly to the school. The Business Office accepts wire transfers as well as checks or cash.

Please refer to this link for further information regarding program costs:

<https://www.smabears.org/programcosts/>

Contact Heather Alba at AlbaH@smabears.org or (512) 753-8014 if you have any questions or need assistance.

School Supplies

School supply lists can be downloaded at this link: [2023-2024 School Supply Lists](#).

Meet the Teacher

Monday, August 7, 2023, is Meet the Teacher Night from 4:30-6:30 pm. Lower School students may bring their school supplies to their classrooms. Middle and Upper School students may start using their lockers.

If you have any questions or need assistance, contact:

Pre-K and Lower School- Michael Hannum at HannumM@smabears.org,

Middle and Upper School- Tamra Howe at HoweT@smabears.org

School Office - Jennifer Jannett at SchoolOffice@smabears.org

Required Parent Orientation and President's Reception

Sunday, August 13, 2023, held in the Robinson Christian Center (RCC)

3:00 pm - Upper and Middle School Parents (6th through 12th grades)

4:00 pm - Lower School Parents (PreK through 5th grades)

Schedule to attend this required parent orientation and enjoy a reception in the Dining Hall with SMA President Guenther.

Required Summer Reading Assignment

Visit the library home page for details about the required Summer Reading Assignment.

<https://www.smabears.org/library/>.

Reading lists for the Lower, Middle, and Upper Schools can be found here:

■ 2023 Summer Reading Lists (LS, MS, US).pdf

For grades 6-12, instructions for book reviews and rubrics are found here:

■ 2023 Summer Reading Instructions & Rubric (6th-12th).pdf

Contact Mrs. Amanda Robbins, SMA Librarian, at RobbinsA@smabears.org if you have any questions or need assistance.

Quick Reference Dates:

July 11-21	Uniform Fitting Appointments
July 24-28	Day Student Registration (Week 1)
July 25	First Tuition Payment Due (or the day of Registration)
July 31	Football/Volleyball two-a-day practices begin
August 2-4	Day Student Registration (Week 2)
August 7	New Boarding Student Registration & Move-in
August 7	Meet the Teacher (all grades) 4:30 pm to 6:30 pm
August 8	Returning Boarding Student Registration & Move-in
August 9	First Day of School
August 13	Required Parent Orientation in RCC; LS 4:00 pm, MS/US 3:00 pm

Quick Reference Contact List:

Admissions: Mattie Howard, Admissions@smabears.org or (512) 753-8000

Library: Amanda Robbins, RobbinsA@smabears.org or (512) 753-8050

Lower School Office: Diane Groves, GrovesD@smabears.org or (512) 753-8069

Lower School Principal: Michael Hannum, HannumM@smabears.org or (512) 753-8140

Middle/Upper School Office: Jennifer Jannett, SchoolOffice@smabears.org or (512) 753-8040

Middle/Upper School Principal: Tamra Howe, HoweT@smabears.org or (512) 753-8040

Sabre/Bookstore: Alyssa Clutter, ClutterA@smabears.org or (512) 753-8026

Tuition/Billing: Heather Alba, AlbaH@smabears.org or (512) 753-8014

On behalf of everyone at San Marcos Academy, have a very happy and blessed summer. We look forward to seeing you around campus this fall. Once again, do not hesitate to reach out with questions or clarifications.

Happy Summer Blessings,
SMA Administration and Admissions Teams