

# HOLY INNOCENTS'



U P P E R S C H O O L

## NEW FAMILY CHECKLIST

### VISIT THE NEW FAMILIES WEBPAGE

+ YOUR PERSONAL PROFILE ACCOUNT (myHIES)

Bookmark the New Families Webpage at [www.hies.org/new-families](http://www.hies.org/new-families). All forms and information you need as you prepare for your journey at HIES will be available there.

When you log-in to myHIES, you'll want to verify your contact information and explore the Resources tab, which includes zip code lists, the HIES handbook, parent volunteer sign-up forms and more. This will also be your portal for view your child(ren)'s, schedule, calendar, grades and comments from teachers.

### SUBMIT PHYSICALS/HEALTH FORMS

Holy Innocents' Episcopal School uses Magnus Health, a HIPPA and FERPA compliant online database. Please complete all Magnus forms at [www.hies.org/new-families](http://www.hies.org/new-families) for each enrolled child within two weeks of enrollment. These forms are required for school attendance and to play sports.

### SCHEDULE NINTH-GRADE PLACEMENT TESTS

All new ninth-grade students must take a math assessment unless you make the decision to definitely go into Algebra I. If your student is planning on continuing in Spanish, a placement test is also required. You will receive an email invitation to schedule that testing.

### GET TO KNOW OUR TUITION BILLING AND PAYMENT SYSTEM

We use FACTS Management services for all tuition and billing. All payments are made directly to FACTS. Please reach out to Crystal DeBotte at [crystal.debotte@hies.org](mailto:crystal.debotte@hies.org) with any questions.

### BUY YOUR UNIFORMS

Students in grades **PK5 through 12** wear the required Holy Innocents' school uniform. Our uniform provider is Mills Uniform, located in the Exchange at Hammond Road in Sandy Springs (near Whole Foods). You may also visit their website. Our school code is 3559.

The HIES used uniform store, the Bear Wear House, sells gently worn uniforms and is located in the stone house (HIES Alumni Hall). The store is open on Wednesdays, from 7:30 - 10 a.m.

The HIES Campus Shop, located in the Upper School Riley building, sells all Holy Innocents' spirit and outerwear.

### PICK UP YOUR LAPTOP

All new students will receive an Apple MacBook Air. Contact Steven Vettese, director of technology, at [steven.vettese@hies.org](mailto:steven.vettese@hies.org) with questions.

#### ❑ ORDER YOUR BOOKS AND SUPPLIES

Textbooks for Upper School courses will be sold through an online vendor, MBS Direct. Information about that will be forthcoming from the Campus Shop. Supply packets, locker accessories, PE uniforms, school approved combination locks and approved outerwear will still be sold at the Campus Shop. The Campus Shop staff is happy to meet individually with you to talk about school supply essentials. During the summer, the Campus Shop will be open Monday-Thursday, from 10 a.m.-2 p.m., to assist you with all your shopping needs. Contact the Campus Shop manager, Cathy Hogan, at (404) 705-4569 or [catherine.hogan@hies.org](mailto:catherine.hogan@hies.org) to schedule your appointment.

#### ❑ REGISTER FOR HIES BEAR CAMPS

HIES Bear Camps offers a variety of enriching summer experiences from soccer camps to sculpture and music camps to academic camps. See all of the different camps and register at [www.hies.org/bearcamps](http://www.hies.org/bearcamps)

**Welcome Home to HIES!**