

WHOM TO CONTACT:

Absences, Tardy Arrivals & Early Dismissals

High School [Jana Johnson](#)

Middle School [Wendy Joachim](#)

Upper Elementary School [Cindy Garrison](#)

Lower School [Amelia Howard](#) or [Kristen Grigson](#)

Academic Counseling / PowerSchool [Kyle Story](#)

Academic Resource Center

Director of Student Services (grade reports/academic warnings/summer school) [Suzanne Acuff](#)

Admissions/Re-enrollment [Admissions](#)

Advancement/Annual Fund [Brandon Artiles](#)

After School Care

Upper Elementary/Lower School [Julie McDaniel](#)

Alumni/Underclassmen/Insurance Transcripts [Allison Thetford](#)

Senior Transcripts [Tina Greene](#)

Alumni Information [Jordan Thompson](#) or [Karen Jamison](#)

Athletics

Athletics Director [Scott Vogel](#)

Boys Associate Athletics Director [Rob Dawson](#)

Girls Associate Athletics Director [April Spain](#)

Lower School Athletics Director [Jason Redd](#)

Assistant Athletics Director [Tonya Box](#)

Campus Nurses

Lower School Campus [Lauren Ikerd](#)

Shelby Farms Campus [Susan Bass](#) or [Phoebe Harpole](#)

College Counseling

Director [Alicia Armes](#)

Associate Director [Tina Greene](#)

Communications / Social Media

Director of Communications [Ashley Nearn](#)

Creative Director [Holly Winchell](#)

Driver's License / School Verification [Jana Johnson](#)

Head of School Office [Rachel Twiford](#)

Lunch Accounts

Shelby Farms Campus [Tracey Bravos](#)

Lower School Campus [Julie McDaniel](#)

Make-up Testing, Academic Work

Learning Specialists: [Christy Vargo](#) (Middle School)/[Priscilla Bland](#) (High School)/

[Alexis Carroll](#) (Upper Elementary)/Lower School (Contact the [LS office](#).)

SAT/ACT Prep Classes [Alicia Armes](#)

Shelby Farms Campus [Security](#)

Facilities [Natalie Milam](#)

Operations [Tonya Box](#)

Soaring Eagle Shop / Uniform Information [Janie Peeler](#) or [Courtney Conaway](#)

Student Accounts / Tuition Statements Student Billing [Angie Logan](#)

Blackbaud Tuition Management 888-868-8828

FACTS - Tuition Grant 866-441-4637

Technology

Director of Technology [Cindy Brock](#)

Technology Specialist [Chris Wiggins](#)

Lower School Technology [Samantha Dawson](#)

Tutors High School: [Priscilla Bland](#)/Middle School: [Christy Vargo](#)

Vehicle Registration / Parking Issues [Jana Johnson](#)

Website / Directory Listings / ECS App / Change of Address [Melissa Duggan](#)

PHONE NUMBERS:

Shelby Farms Campus 901.754.7217 | Lower School Campus 901.754.4420

If you do not find what you are looking for, please call the campus number for more information, or check our [ECS website](#) for a [directory of faculty/staff](#) or the [Parents webpage](#).