

WHOM TO CONTACT:

Absences, Tardy Arrivals & Early Dismissals

Upper School [Holley-Marie Biggs](#)

Middle School [Tonya Box](#)

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

Academic Counseling / PowerSchool [Dona Welch](#)

Academic Resource Center

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

Admissions/Re-enrollment [Admissions](#)

After School Care

Middle School [Tonya Box](#)

Lower School [Julie McDaniel](#)

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

Senior Transcripts [Tina Greene](#)

Alumni Information [Karen Jamison](#)

Athletics

Upper School Athletics Director [David Nugent](#)

Middle School Athletics Director [Haley Springer](#)

Lower School Athletics Director [Jason Redd](#)

Upper School Assistant Athletics Director [Janie Peeler](#)

Campus Nurses

Lower School Campus [Lauren Ikerd](#)

Shelby Farms Campus [Haley Springer](#)

College Counseling

Director [Tina Greene](#)

Associate Director [Alicia Armes](#)

Communications / Social Media

Director of Communications [Ashley Nearn](#)

Director of Marketing [Stefanie Tillett](#)

Athletics Social Media [Cindy Brock](#) or [Ben Todd](#)

Driver's License / School Verification [Holley-Marie Biggs](#) or [Jana Johnson](#)

Lunch Accounts

Shelby Farms Campus [Melissa Isom](#) or [Tracey Bravos](#)

Lower School Campus [Julie McDaniel](#)

Make-up Testing, Academic Work

Learning Specialists: [Christy Vargo](#) (Middle School) or [Priscilla Bland](#) (Upper School)

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

Shelby Farms Campus [Security](#)

Soaring Eagle Shop / Uniform Information [Neva Higginbotham](#)

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 [Nick Guerra](#)

Tutors [Priscilla Bland](#) or [Rebecca Ross](#)

Vehicle Registration / Parking Issues [Holley-Marie Biggs](#)

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](#).