



From the Head of School

Brendan J. Sullivan, Head of School

May 28, 2025

Dear St. Michael's Parents and Families,

As the 2024–2025 school year draws to a close, I want to express my heartfelt gratitude for your partnership, trust, and support. This year has been filled with growth, joy, challenges, accomplishments — and above all, the grace and resilience of our remarkable students. As we transition into summer, please take note of the following important updates:

Summer Office Hours

- Office Hours: Monday–Friday, 9:00 a.m. – 2:00 p.m.
- Office Closed: July 3–7
- Contact:
 - Phone: 520-722-8478
 - Email: Available during office hours

Report Cards

Please note that report cards will be mailed out during next week (June 2-6).

Campus Improvements

We are excited to continue **Phase 1B** of our campus-wide transition from evaporative cooling to central air-conditioning installation. This summer, work will take place in the **Creswell Music Room** and the **Creswell Art Room**, ensuring these spaces are comfortable and well-equipped for year-round learning.

Staffing Updates

We are currently in the process of hiring a **second-grade teacher** and look forward to introducing this new team member soon. Please join us in welcoming two new administrators to the St. Michael's community:

- **Ms. Jessica Thomson – Director of Advancement (Starting July 1)**
- **Ms. Annie O'Meara – Director of Enrollment & Financial Aid (Starting June 1)**

2025–2026 Academic Calendar

- The updated academic calendar is available on [our website](#).
- **Note: The correct dates for Rodeo Week Break (February 23–27, 2026) are reflected in this updated version. A previous draft listed incorrect dates—thank you for your understanding.**

Summer Forms and Information

To help you prepare for the upcoming school year, please visit [our website](#) for important forms and information:

Required Summer Work & Forms

- **Summer Academic Work Assignments by Grade**
- **Emergency Contact & Health Form 25–26**
 - Will be emailed via **DocuSign** on **May 29**
 - Due by **June 30**
 - *Check your spam/junk folder if you don't see the email.*

Summer Mailing #2 – Parent Permission Forms

- Will be sent via **DocuSign** mid-July.
- One parent per family will receive the forms
- Due by **Thursday, July 31**

Summer Mailing #3 – Policies & Back-to-School Information

- Scheduled for **August 1**
- Will include:
 - Class placement and welcome letters
 - School supply lists
 - Updated uniform guidelines
 - Additional back-to-school logistics

Summer at St. Michael's Program

There's still time to register for **Summer at St. Michael's**, a four-week program offering:

- Academic enrichment
- Hands-on learning experiences
- Open to students entering **Kindergarten–5th Grade**
- Led by St. Michael's faculty

Program Info & Registration: <https://smstucson.org/summer/>

Aftercare & Study Hall Updates

We are excited to introduce updates to our Aftercare and Study Hall Programs for Fall 2025:

- **Procure will be our new software platform for registration and communication**
- **Registration opens in July**
- Please watch for emails from **Procure** and check your spam/junk folders to avoid missing important information

Thank you once again for your continued support and the many ways you contribute to the life of our school. I pray your summer is filled with rest, renewal, and joyful adventures.

We look forward to welcoming you back on **Friday, August 8** (and **August 7 for TK and Kindergarten**) for another extraordinary year of learning and growth.

With warmest regards and deep gratitude,



Brendan Sullivan
Head of School



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St. Michael's School

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