

# **PAINE ELEMENTARY SCHOOL**

7600 Gadsden Highway

Trussville, Alabama 35173

(205) 228-3200

## **New Kindergarten Registration Instruction Packet**





## PAINE ELEMENTARY SCHOOL HOME OF THE HUSKIES



*Students acquire a learning foundation  
where potential is realized, while igniting  
the desire to make a difference.*

### PRINCIPAL

Dr. Lisa Lothspeich, Ed. D.

### ASSISTANT PRINCIPALS

Dr. Maggie Jensen, Ph.D.

Mr. Hunter Birdyshaw

## Welcome to Kindergarten at Paine Elementary!

We are so excited about the upcoming school year and we want to welcome you to Paine Elementary! Our Kindergarten at Paine is designed to promote and enhance each child's growth and development. We offer a learning experience filled with discovery and joy as each child works and plays in an environment that is safe, warm, and challenging.

Our teachers and staff work extremely hard to ensure that our school is one of the best around and we are so proud of our success! Our Kindergarten structure and daily lessons provide opportunities for students to work with peers in collaborative learning activities. We also encourage the development of independence and self-confidence through other independent activities, providing each student with the necessary support to reach these goals. We offer our Kindergarteners engaging, hands-on, interactive experiences.

We encourage you to get involved in school events planned for the upcoming year and join our Parent Teacher Organization. Before school begins, you will have an opportunity to visit with your child's teacher, ask questions, and tour our school. If at any time you have questions during the summer, please contact the school office or feel free to drop by the school.

We look forward to celebrating the joy of learning with your child!

Sincerely,

*Lisa A. Lothspeich*

Lisa A. Lothspeich (pronounced "Loth-Spike")

Principal, Paine Elementary

# KINDERGARTEN PARENT/STUDENT ORIENTATION DATES



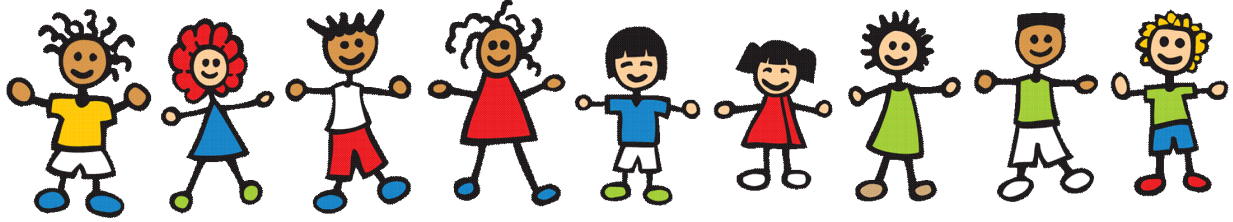
Families should choose one of the dates below:

Tuesday May 21, 2024-8:30 AM or 6:00 PM

Tuesday June 18, 2024-8:30 AM or 6:00 PM

**Please bring your rising kindergartener  
with you.**

*We will have a certified teacher  
conducting a brief screening with your  
child while you participate in the  
orientation session.*



## Step 1: Eligibility

- a. The student must be five (5) years of age on or before September 1, 2024.
- b. The family of an enrolling student must be living full time within the corporate limits of Trussville (Trussville City Schools' attendance zone).
- c. Family and student must be residing and physically moved into home prior to enrollment with Trussville City Schools.
- d. The student enrolling must be living in Trussville with their primary legal and physical custodian.
- e. If the student's family will be moving to another Trussville City Schools Elementary School zone please, call TCS Student Services for additional guidance @ 205-228-3782 prior to enrollment.

**KINDERGARTEN REGISTRATION OPENS  
JUNE 3, 2024 AND CONTINUES THROUGH  
THE SUMMER MONTHS.**

## Step 2: Residency Documents

Please gather the applicable residency documents listed below for submission to Trussville City Schools. In some cases, supplemental residency items may be needed. If your residency situation is not listed in the table below, please call the Student Services department for guidance. **Residency home checks may be included in any enrollment.**

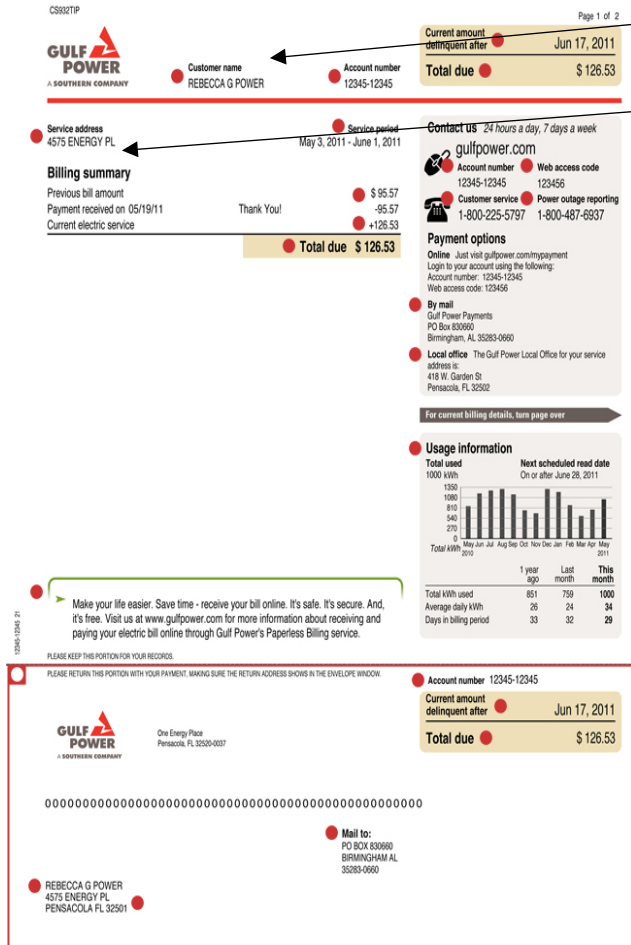
Kathy Burgin, Student Services, (205) 228-3782

### a. Residency

Residency Documents Needed for Student Registration	Contact Student Services Department	Alabama Power Bill	2nd Utility Bill (gas or water)	Home Deed	Full Lease
Trussville Homeowner/Resident/Established Home		✓	✓		
Trussville Homeowner/Resident/Newly Constructed Home with no Previous Owners		✓	✓	✓	
Trussville Renter/Resident with Utility bills in <i>parent</i> name.		✓	✓		✓
Trussville Renter/Resident with Utility bills in <i>landlord</i> name.	✓				✓
Trussville Second Party Resident /Parent living with another Trussville Resident	✓				
Trussville Home under Construction with completion by the end of December 2024	✓				

# Acceptable Bill Items and Paperless Billing

## Alabama Power Bill



Customer name visible

Service address visible

Disconnect notices

without receipt of payment proof could result in a home check to verify residency domicile.

Paperless Billing

THE BILL PAYMENT STUB LOCATED AT THE BOTTOM IS **NOT ACCEPTABLE** WITHOUT THE TOP PORTION OF THE BILL.

*Please do not submit the payment stub of a bill without the top portion of the bill.*

# Acceptable Bill Items and Paperless Billing

## Trussville Utility Company Bill

If you already have a customer portal created, simply log in and continue with the directions on the link's page. If you do not have an account, it is simple to create one. You just need to have your customer number and PIN which are located on the top portion of your past utility bills.

Once you are in your portal, simply click the **View Bill History** button at the bottom of your account information screen. Here, you can view and print or download your prior bills required for school registration.

Click or copy the link below and follow the directions on the website to download a paper bill from an established account with Trussville Utility Company:

[Printing Required School Documents - Trussville Gas and Water](#)



**Step 3: Legal and Physical Custody**

**a. Birth Certificate**

- i. Marriage Certificate (if, currently married)
- ii. Any parent(s) of the student that have never been married may need to complete additional paperwork with the Student Services Department.

**b. Divorce Paperwork** (most recent order if modifications have occurred)

- i. Please submit the filed divorce agreement (this copy would be signed by all parties and have a court filing sticker on the first page)
- ii. Please submit the final decree; this is a separate document that references the divorce agreement as final along with the Judge's signature.

**c. Family Court Order and Other Custody Orders** (most recent order of the court)

- i. All pages of custody order including Judge's signature.

## Step 4: *Enrollment Documents*

**a) Alabama Immunization Certificate or Exemption**

**a. Alabama State Imprint Immunization Form or Alabama State Exemption Form**

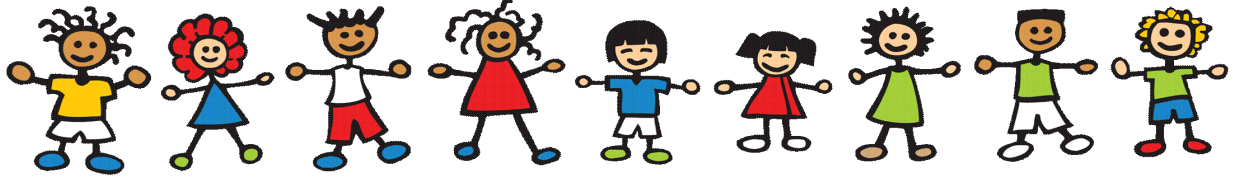
- i. **Please note:** The original immunization form can be provided if a child is not 5 years at the time of enrollment, and an updated form can be turned in after the child turns 5. In the state of Alabama, a student **cannot attend school** without a current state immunization form on file.

**b) Valid Parent/Custodian Identification**

**b. Valid Driver's License**

**c. Valid Military ID**





## Step 5: Online Registration- Opens June 3, 2024

Online application forms collect student demographic information, parental and emergency contact information, health information, permissions, and enrollment documents. Registrations with incomplete requested data and documents will be rejected for correction

**Families that do not have internet or the ability to register online should call Trussville City Schools Student Services for assistance with registering your student.**

- A. **New “Husky” Families** – First time enrolling a student with Trussville City Schools.
- B. **Established “Husky” Families**- Enrolling another member of the Husky family with Trussville City Schools.

### **New “Husky” Families** (follow instructions below)

1. Please go to [trussvillecityschools.com](http://trussvillecityschools.com); Click on the Registration/Zoning Icon (middle of the webpage).



2. Click on the new student hyperlink through the New Student Registration graphic listed below:



3. Create an account with the Power School Enrollment platform using an email and password. This established account will be used for future school registrations. ***PLEASE NOTE:*** Blended families should create separate accounts unless the legal physical custodians are the same for all children.

### Create Account

With an account, you can...

- Complete forms online
- Save and return to forms in progress
- Print form history

Create Account

4. Once the account has been created; add your student(s). Then, start the new student registration form(s) for your student from the Power School account dashboard section.

## **Established “Husky” Families** (follow instructions below)

1. Please go to [trussvillecityschools.com](http://trussvillecityschools.com); Click on the Registration/Zoning Icon (middle of the webpage).



2. Click on the new student hyperlink through New Student Registration graphic listed below:



3. If your family has other students enrolled with Trussville City Schools; please **sign in** to your existing family account. **PLEASE do not** create another account. If you have misplaced your login credentials, please contact Student Services @ 228-3782 for reset assistance. **PLEASE NOTE:** Blended families should create separate accounts unless the legal physical custodians are the same for all children.

Sign In

Email Address

Password

Remember me on this computer

[Sign In](#)

4. Once you have signed into your existing family account, add the new Kindergarten student to the family account and start a new form on your Power School dashboard for the newest “Husky” student.

## Rejected Registration Forms

Trussville City Schools Student Services Department can reject registration forms that are submitted incomplete, illegible or without required information uploaded or provided by the parent. Parents that receive rejected forms will need to satisfy the forms per the district’s request prior to approval for enrollment.

## Saving Online Registration Information:

- a. Parents are provided with a save option located in the top right hand corner of the registration screen after beginning registration forms for a student.
- b. Parents should always save the registration information before exiting the site or information entered into the forms may be lost and need to be re-entered by the parent.
- c. Parents can begin forms, save and log back into the registration as much as needed until the forms are submitted.
- d. Parents are unable to change or access information on forms once the registration forms are submitted by the parent in the registration site. Parents are asked to review the registration forms for accuracy prior to submission.

## Forms and Document Uploads During Online Registration

- e. Required fields will be notated on the registration forms for parents.
- f. Parents will be asked to upload all registration/enrollment documentation to the registration site.
- g. Please make sure each document is legible once uploaded.
- h. Parents may contact the local school office or the Student Services Department for assistance if problems arise when attempting to upload any documentation to the PowerSchool registration platform.
- i. Please submit the student's registration once all forms are complete with the document uploads by clicking Submit. **If the student's registration is not accepted for submission;** review the forms using the Summary page. The Summary page identifies submission errors in the platform. Once the missing information/submission error are corrected,

submit the student's registration for review again. If you are unable to clear a submission error, please contact the local school or the Student Services department 205-228-3782.

- j. A student's registration will not be reviewed or accepted until the parent has officially **submitted** the PowerSchool forms and uploaded the required documentation in the platform.  
*Rejected registration forms must be corrected and re-submitted for approval*
- k. Parents will receive a confirmation email once the student's registration forms have been submitted.

## Step 6: *Online Registration Approval Email*

### Enrollment Approval Email-

An email will be sent to the registering parent once the student registration has been reviewed and approved by Student Services.

All submitted applications are reviewed in the order they are received by grade level.

### *Rejected Registrations*

*It is possible that your submitted registration could be rejected because additional information is needed or incomplete.*

*\*Parents will be notified by the Student Services Department if additional or missing information is needed to complete the student's submitted registration.*

*\*Additional or missing information will need to be satisfied prior to enrollment approval.*

## Step 7: *Make Enrollment Phone Call Appointment*

Cathy Lollar, School Registrar (205) 228-3215

A. The enrollment appointment is a ***scheduled phone call pre-determined by the parent.*** The appointment is scheduled using the ***appointment calendar link received in the approval email.***

Once the appointment time is selected by the parent, a confirmation is sent to the parent for their records. This appointment selection time will secure your phone call time with the school registrar. The scheduled phone call appointment with the registrar at the elementary school will cover the following items:

- i. Kindergarten start day/ schedule
- ii. Teacher notification/letter
- iii. Special Services
- iv. Supplies and other contribution items
- v. Bus transportation information
- vi. Carline information
- vii. Additional questions that you may have regarding your student's kindergarten experience.

B. The school registrar will contact the parent using the indicated preferred telephone number listed for the student's first contact. This preference is indicated by the parent on the Contacts registration form in the PowerSchool registration platform. ***If the parent does not make an appointment for an enrollment phone call, the school registrar will reach out the parent seeking to enroll their child within a week.***

## Step 8: Contributions

*Contribution details will be discussed during the phone call appointment.* Please call the **school bookkeeper** for any additional questions regarding **contributions** after the initial phone call appointment:

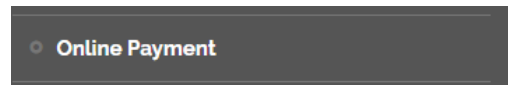
Paine Elementary School Bookkeeper, Lori Phillips, (205) 228-3211

**School supply packets *are* being sold at the elementary schools for \$30 this year. If you would prefer to purchase your child's supplies, please contact the Paine School Office @ 205-228-3200.**

### Debit/Credit Card

Please go to: [www.trussvillecityschools.com](http://www.trussvillecityschools.com)

Select: The online payment option under the "Quick Links" section of the main webpage (bottom/left).



Select: Online Payment link at the top of the online payment page.

Select: School

Select: Items to purchase.

**Please note:** Google Chrome is not compatible with payment software.

### Check Payments

Two options:

- Mail your check along with the contribution sheet in this packet. Please make sure the contribution sheet and check reflect the student's name.

**Paine Elementary School  
7600 Gadsden Highway  
Trussville, AL 35173**



**PAINE ELEMENTARY SCHOOL  
Registration Contributions 2024-2025**

Student's Name \_\_\_\_\_

**Donation (Classroom)**..... \$40.00 \_\_\_\_\_

Non-instructional Supplies such as paper towels and Kleenex will be purchased by the school from a portion of your donation. The remaining funds are divided between teachers to purchase items needed for classroom instruction.

**School Supplies**..... \$30.00 \_\_\_\_\_

All Supplies your child will need for the year will be purchased by the school, such as markers, crayons, glue, paper, etc. Parents who do not choose this option may obtain a copy of the supply list on the school web site.

**T-Shirts Short-Sleeved**.....\$12.00 \_\_\_\_\_

Please circle correct size..... Youth Size: YS, YM, YL.....Adult Size: AS, AM, AL, AXL, 2XL, 3XL  
When paying online, please choose the size of the T-Shirt you wish to purchase.

**Software/Instructional Supplemental Materials Donation**.....\$25.00 \_\_\_\_\_

Licensing costs for web-based programs, subscriptions, Instructional materials and/or technology.

**Agenda Book**.....\$10.00 \_\_\_\_\_

The Agenda Book serves as the main communication tool between home and school.

**TCS Foundation Donation**.....\$20.00 \_\_\_\_\_

Donations received at registration will be used for teacher grants at Paine Elementary.

**CASH** \_\_\_\_\_ **or CHECK #** \_\_\_\_\_ \* **TOTAL PAID** \_\_\_\_\_

**\*CURRENT PHONE NUMBER AND DRIVER LICENSE NUMBER MUST BE ON CHECKS.**

**WE CANNOT ACCEPT POST DATED CHECKS. ALL RETURNED CHECKS  
ARE SUBJECT TO A \$30 INSUFFICIENT CHECK CHARGE.**

*The above contributions are strictly voluntary. If you have any questions  
or concerns with these contributions please  
contact Lori L. Phillips, Office Coordinator, at 228-3211.*

**Friday Freeze and PTO Membership funds will  
be collected by the PTO after the opening of  
school.**