

MAGNOLIA ELEMENTARY SCHOOL

5400 Hidden Way Lane

Trussville, Alabama 35173

(205) 228-3500



New Kindergarten
Registration Instruction Packet

2025 - 2026



TRUSSVILLE CITY SCHOOLS

**476 Main Street
Trussville, AL 35173
(205) 228-3000 FAX (205) 228-3001**

Mrs. Kim DeShazo
Board President

Patrick M. Martin, Ph.D.
Superintendent

Dear Magnolia Kindergarten Parents,

Please let me be the first to welcome you to Magnolia Elementary School and this very important year of kindergarten for your son or daughter. At Trussville City Schools we believe in ***Everyday Excellence in the areas of Academics, Athletics, and the Arts.*** We want your student to really enjoy their year in kindergarten and become immersed in the *Husky Experience*.

Kindergarten is a significant milestone in your child's educational journey, and we are committed to ensuring that they start off on the right foot. Magnolia Elementary School has traditionally been rated as one of the best elementary schools in the state of Alabama and our dedicated team of educators is passionate about fostering a love for learning and supporting your child's growth.

At Magnolia Elementary School, we see the educational process as an important partnership between school and home. You can expect open communication from our educational team throughout the year. These strong partnerships between parents, teachers, and staff are essential so that together we achieve the academic goals that you have for your student, as well as give them the experience that they so desire. I know that it seems like a long time off, but please understand, as a father of two Hewitt-Trussville High School students, it feels like just yesterday that I was walking them into the schoolhouse for their year in kindergarten. The time goes so quickly, and we want to help you have a wonderful experience.

Once again, we are so excited that you are here and welcome to Magnolia Elementary School. As we embark on this year together, we look forward to a time filled with endless possibilities for your student. We hope that you can join us on **Thursday, May 1, 2025, at 5:30 p.m.** at Magnolia Elementary School as we introduce you to our Kindergarten team and get to meet your precious student.

Congratulations. Your Husky Journey starts now.

Sincerely,

Patrick M. Martin, Ph.D.

Patrick M. Martin, Ph.D.
Superintendent
Trussville City Schools

IMPORTANT DATES TO REMEMBER



Kindergarten Orientation Date

Thursday, May 1, 2025

5:30 PM



Step 1: Eligibility

- a. The student must be five (5) years of age on or before September 1.
- 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 Trussville City Schools for additional guidance @ 205-228-3782 prior to enrollment.

**KINDERGARTEN REGISTRATION OPENS
JUNE 2, 2025, AND CONTINUES THROUGH
THE SUMMER MONTHS.**

Step 2: Residency Items

Please gather the applicable residency documents listed below for submission to Trussville City Schools. If your residency situation is not listed in the table below, please call us for guidance.

Kathy Burgin, (205) 228-3782

a. Residency

Residency Documents Needed for Student Registration	Contact Trussville City Schools	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		✓	✓		✓
Trussville Second Party Resident /Parent living with another Trussville Resident	✓				
Trussville Home under Construction with completion by the end of December 2025	✓				

Acceptable Bill Items and Paperless Billing

If bills are submitted incorrectly, the approval of your child's registration may be delayed.

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GULF POWER
A SOUTHERN COMPANY

Customer name: REBECCA G POWER
Account number: 12345-12345

Service address: 4575 ENERGY PL
Service period: May 3, 2011 - June 1, 2011

Billing summary
Previous bill amount: \$ 95.57
Payment received on 05/19/11: -95.57
Current electric service: +126.53
Total due \$ 126.53

Usage information
Total used: 1000 kWh
Next scheduled read date: On or after June 28, 2011

Payment options
Online: Just visit gulfpower.com/onlinepayment
Login to your account using the following:
Account number: 12345-12345
Web access code: 123456
By mail: Gulf Power Payments, PO Box 830660, Birmingham, AL 35283-0660
Local office: The Gulf Power Local Office for your service address is: 418 W. Garden St, Pensacola, FL 32502

Make your life easier. Save time - receive your bill online. It's safe. It's secure. And, it's free. Visit us at www.gulfpower.com for more information about receiving and paying your electric bill online through Gulf Power's Paperless Billing service.

PLEASE KEEP THIS PORTION FOR YOUR RECORDS.

PLEASE RETURN THIS PORTION WITH YOUR PAYMENT. MAKING SURE THE RETURN ADDRESS SHOWS IN THE ENVELOPE WINDOW.

Account number: 12345-12345
Current amount delinquent after: Jun 17, 2011
Total due: \$ 126.53

Mail to: PO BOX 830660, BIRMINGHAM, AL 35283-0660

REBECCA G POWER
4575 ENERGY PL
PENSACOLA, FL 32501

1. Customer name visible
2. Service address visible
3. **No disconnect notice** without receipt of payment proof.
4. Online payment customers Download this bill from your online accounts to submit
- 5.

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.

- 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**

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**

c. **Valid Military ID**



Step 5: Online Registration- Opens June 2, 2025

Online application forms collect student demographic information, parental and emergency contact information, health information, permissions, and enrollment documents.

Families that do not have internet or the ability to register online should call Trussville City Schools 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; 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; 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 Trussville City Schools @ 205-228-3782 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.

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 Trussville City Schools Board of Education 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 Trussville City Schools Board of Education, 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. For assistance, please contact Trussville City Schools @ 205-228-3782.
- k. Parents will receive a confirmation email once the student's registration forms have been submitted.

1. Parents will be notified by the Trussville City Schools Board of Education 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.
- m. Enrollment Approval Email- An email will be sent to the parent once the student registration has been reviewed and approved. All submitted applications are reviewed in the order they are received by grade level.

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 Trussville City Schools Board of Education.

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 Trussville City Schools 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: Enrollment Phone Call

Once the student's family has received the enrollment approval email; the family will be directed to call the registrar @ Magnolia Elementary School. *If a phone call is not received by the school registrar within one week; a phone call will be made to the parent from the school.*

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.

Kim Blain, School Registrar (205) 228-3515

Listed below are items that will be discussed during your phone call with the school registrar:

- ***Teacher Assignment Notification Date***
- ***First Week Schedule***
- ***School Hours***
- ***Bus Routes/Car Line***
- ***Lunch/Snack Time***
- ***School Visits and Circool Visitor Management***
- ***School Attendance***
- ***School Communication***
- ***School Supplies***
- ***School Calendar***
- ***Screener Sign-up***

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:

Danna Woodard, (205) 228-3511

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 Magnolia School Office @ 205-228-3500.

Debit/Credit Card

Please go to: www.trussvillecityschools.com

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



Online Payment

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.
Magnolia Elementary School
5400 Hidden Way Lane
Trussville, AL 35173
- Enclose your check and contribution sheet reflecting the student's name on both in a sealed envelope. Place the envelope in black lock box located at the elementary school.

MAGNOLIA ELEMENTARY SCHOOL

Contribution List 2025-2026

Student's Name _____

Student ID # _____

Donation (Classroom).....\$40.00 _____

Non-instructional supplies such as paper towels, Kleenex, hand sanitizer, Clorox wipes will be purchased by the school from a portion of your donation. The remaining funds are divided among teachers to purchase classroom instruction materials.

School Supplies..... \$30.00 _____

All instructional supplies your child will need for the year will be purchased by the school. Parents who do not choose this option may obtain a copy of the supply list on the school website.

Magnolia T-Shirts..... \$12.00 _____

Size (YS, YM, YL, AS, AM, AL, AXL) (Please circle size)

Software & Instructional Supplemental Materials Donation.....\$25.00 _____

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

Agenda Book.....\$10.00 _____

Serves as main communication tool between home and school.

TCS Foundation Donation.....\$20.00 _____

Donations received at registration will be used for teacher grants.

CASH _____ or CHECK # _____ * TOTAL PAID _____

*CURRENT PHONE NUMBER AND DRIVERS LICENSE NUMBER MUST BE ON CHECKS.
WE CANNOT ACCEPT POST DATED CHECKS. ALL RETURNED CHECKS ARE SUBJECT TO A
\$30 INSUFFICIENT CHECK CHARGE FROM AN OUTSIDE COLLECTION SOURCE.

PTO Fun Friday and Membership

will be collected by the PTO at the beginning of the school year.

If you have questions, please contact

Danna Woodard, Office Coordinator, at 228-3511.