

**CAHABA ELEMENTARY
SCHOOL**

301 Parkway Drive
TRUSSVILLE, ALABAMA
35173
205-228-3400

2020-2021

**NEW KINDERGARTEN
REGISTRATION
INSTRUCTION PACKET**



Welcome Kindergarten Cahaba

where an exciting year awaits! Cahaba Kindergarten is designed to promote and enhance your child's growth and development. This very important year promises to be one filled with discovery and joy as your child works and plays in an environment that is warm, safe and challenging.

Our structure and daily activities are carefully planned to encourage independence, self-confidence and group cooperation through large group, small group and one-on-one participation in a variety of hands-on interactive experiences.

I encourage you to get involved through school events and our Parent Teacher Organization. Before school starts, you will have opportunities to meet our teachers, ask questions and tour our school. We will be partners with you to meet all of your child's emotional, social and academic needs.

I am looking forward to a successful year, new friends and fantastic relationships with families!

Sincerely,



Joy Tyner, Principal

Cahaba Elementary School Kindergarten

2020-2021

PARENT/STUDENT
VIRTUAL
ORIENTATION

Available
June 1,
2020!



PLEASE BE SURE TO LOGIN TO...

WEBSITE:

WWW.TRUSSVILLECITYSCHOOLS.COM/CAHABA



Step 1: Eligibility

- a. The student must be five (5) years of age on or before September 1, 2020.
- 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.



Step 2: Documentation

Please gather the applicable residency documents listed below for submission to Trussville City Schools. If you have questions or concerns regarding any of the documents applicable to your student please, call Student Services for guidance.

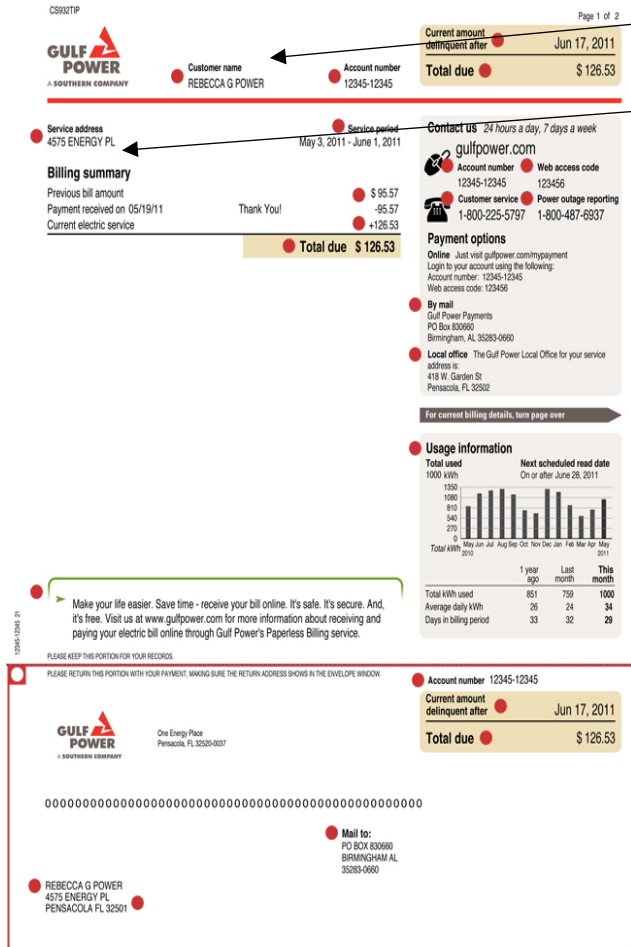
Kathy Burgin	Student Services	205-228-3782
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a. Residency

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		✓	✓		✓
Trussville Second Party Resident /Parent living with another Trussville Resident	✓				

Sample Submissions of Acceptable Bill Proofs

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



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.

Please gather the applicable enrollment documents listed below for submission to Trussville City Schools. If you have questions

or concerns regarding any of the documents applicable to your student please, call Student Services for guidance.

a. Valid Parent/Custodian Identification

b. Legal Documentation Regarding the Legal Name and Physical Custody of the Student.

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. All pages of custody agreement
- ii. Judge Signature Pages

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

- i. All pages of custody order
- ii. Judges Signature Pages

c. Immunizations

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.

d. Student Social Security Number (used for state enrollment purposes only; voluntary)



Step 3: Online Registration- Opens June 15, 2020

Student Services	Kathy Burgin	205-228-3782
Cahaba Elementary	Nancy Estell	205-228-3415

Online application forms collect student demographic information, parental and emergency contact information, health information, permissions, documents then, allow you to make monetary contributions electronically.

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. Please go to trussvillecityschools.com; Click on the Registration/Zoning Icon (middle of the webpage).
- b. Select New Student Registration 2020-2021 located under ONLINE REGISTRATION on the left side of the page. APPS are available on the right had side of the page for phone registrations.
 - a. If your family has never registered with Trussville City Schools, welcome to the TCS family! Create an account with the PowerSchool Registration platform and begin completing the forms for your student's registration. Additional siblings should be added to the same registration account in the future.
 - b. If your family has siblings to re-enroll for the 2020-2021 academic year, please begin online registration for a sibling before beginning a registration for your new Kindergarten student. Then, add the new Kindergarten student to the account created for the sibling by logging into the created account for the sibling.
 - c. If an online registration has already been started/completed for a sibling, please login to that account and add your new Kindergarten student.

- d. Blended families should create and use separate registration accounts. This will prevent parent/custodian information from merging together incorrectly on the student's individual registration files.

c. Registration Username and Passwords

- a. Parents create the username and password when the PowerSchool registration account is created.
- b. Parents should keep the username and password in a secure place for future school registrations.
- c. Parents may update their family account username and password after the account has been created by contacting their student's local school office or the Student Services Department with Trussville City Schools.

d. 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.

e. Forms and Document Uploads During Online Registration

- a. Required fields will be notated on the registration forms for parents.
- b. Parents will be asked to upload all registration/enrollment documentation to the registration site.

- c. Please make sure each document is legible once uploaded.
- d. Trussville City Schools will post “how to” demonstrations to assist parents with document uploads listed on the online registration page located on the system’s website under the Registration/Zoning icon located in the middle of the webpage.
- e. 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.
- f. 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 by checking and making sure that all required fields and document uploads have been satisfied. Once the missing information is corrected, submit the student’s registration for review.
- g. A student’s registration will not be reviewed or accepted until the parent has officially submitted the PowerSchool forms and uploaded the required documentation. For assistance, please contact Student Services @ 205-228-3782.
- h. Parents will receive a confirmation email once the student’s registration forms have been submitted.
- i. **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.**
- j. The Student Services Department will review new student registration information once it’s submitted. Parents will receive an **approval notification** when their student’s registration has been reviewed and accepted. The approval notification received by the parent will include a link with a **phone call appointment calendar**. Parents should login to the (using password and username created by parent). Then, schedule a phone call appointment using the calendar link to finalize enrollment details and get answers to any questions regarding school enrollment for their child.



Step 4: *Enrollment Phone Call Appointment*

Cahaba Elementary

Nancy Estell

205-228-3415

- a. The enrollment appointment is a scheduled phone call from the registrar at the elementary school. The phone call will cover the following items:
 - a. **Kindergarten start day/ schedule**
 - b. **Virtual kindergarten orientation**
 - c. **Teacher notification/letter**
 - d. **Special Services**
 - e. **Supplies and other contribution items**
 - f. **Bus transportation information**
 - g. **Carline information**
 - h. **Additional questions that you may have regarding your student's kindergarten experience.**
- b. The phone call appointment calendar will be included in the approval notification that parents receive from Student Services once the submitted registration has been approved. (Online Registration/Item j)
- c. 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. Phone call appointments will begin no earlier than July 1, 2020.
- d. 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.
- e. If a parent does not receive the appointment calendar link once the registration has been approved, they may call the local school or the Student Services Department to report and resolve this issue.



Step 5: 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:

Cahaba Elementary	Barbara Seal	205-228-3411
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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 Cahaba School Office @ 205-228-3400.

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).

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. The program will ask for a 6-digit student identification number- enter any six numbers to proceed.

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.

Cahaba Elementary School

301 Parkway Drive

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.