

**CAHABA**

**ELEMENTARY SCHOOL**

**301 Parkway Drive**

**TRUSSVILLE, ALABAMA  
35173**

**205-228-3400**

**2021-2022**

**NEW  
KINDERGARTEN  
REGISTRATION  
INSTRUCTION  
PACKET**





## Welcome to Kindergarten at Cahaba!

Our 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.

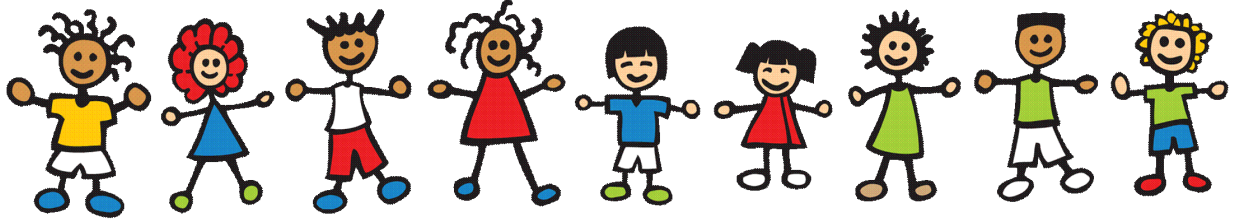
I encourage you to get involved through school events and our Parent Teacher Organization. Before school starts, you will have opportunities to meet our teachers, ask questions and tour our school. We will be partners with you to meet all of your child's emotional, social and academic needs.

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

Sincerely,

Joy Tyner, Principal





## Step 1: **Eligibility**

- a. The student must be five (5) years of age on or before September 1, 2021.
- 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

<b>Kathy Burgin</b>	<b>Student Services</b>	<b>205-228-3782</b>
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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.

CS892TP Page 1 of 2

**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**

**Current amount delinquent after** Jun 17, 2011  
**Total due** \$ 126.53

**Contact us** 24 hours a day, 7 days a week  
gulfpower.com  
Account number: 12345-12345 Web access code: 123456  
Customer service: 1-800-225-5797 Power outage reporting: 1-800-487-6937

**Payment options**  
Online: Just visit gulfpower.com to pay your bill  
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

**Usage information**  
Total used: 1000 kWh  
Next scheduled read date: On or after June 28, 2011  
Total kWh used: 851 (1 year ago), 759 (Last month), 1000 (This month)  
Average daily kWh: 26 (1 year ago), 24 (Last month), 34 (This month)  
Days in billing period: 33 (1 year ago), 32 (Last month), 29 (This month)

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](http://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

**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.*

## b. Valid Parent/Custodian Identification

c. 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

d. 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.



Step 3: **Online Registration**- Opens June 7, 2021

<b>Student Services</b>	<b>Kathy Burgin</b>	<b>205-228-3782</b>
<b>Cahaba Elementary</b>	<b>Nancy Estell</b>	<b>205-228-3415</b>

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. **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 New Student Registration 2021-2022 located under the 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

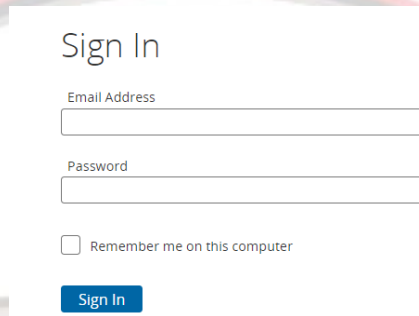
4. Once the account has been created; add your student(s). Then, start the new student registration form(s) for your student from the Power School account dashboard section.

## **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 New Student Registration 2021-2022 located under the 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 @ 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.



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. Trussville City Schools will post “how to” demonstrations to assist parents with document uploads listed on the Student Services page located under the New Student Registration Information graphic.
- i. 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.
- j. 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.
- k. 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 Student Services @ 205-228-3782.
- l. Parents will receive a confirmation email once the student’s registration forms have been submitted.

- m. 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.
- n. 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 approved. The approval notification received by the parent will include a link with an appointment calendar to schedule an enrollment phone call with the school registrar. **Parents should 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 pre-determined by the parent. The appointment is scheduled using the appointment calendar link received in the approval email. The approval email is sent to parents once the Power School registration platform documents and information have been submitted, reviewed and accepted by the Student Services Department. Additional or incorrect information submitted in the student's registration can delay an approval email to the parent. 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. **Virtual kindergarten orientation**

- iii. **Teacher notification/letter**
- iv. **Special Services**
- v. **Supplies and other contribution items**
- vi. **Bus transportation information**
- vii. **Carline information**
- viii. **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.

C. 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:

<b>Cahaba Elementary</b>	<b>Barbara Seal</b>	<b>205-228-3411</b>
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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](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.  
**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.

# Cahaba Elementary School Contributions 2021-2022

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

Grade: \_\_\_\_\_

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

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 (markers, crayons, glue, paper, etc.). Parents who do not choose this option may obtain a copy of the supply list from the office. **Does NOT include the Agenda Book.**

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

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

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

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

Reusable Insulated Grocery Tote.....\$10.00 \_\_\_\_\_

Imprinted with the CES logo.

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

Donations received at registration will be used for teacher grants.

Student Athletic Pass.....

Student Athletic Passes for the 2021-2022 school year will be sold on GoFan.

More information will be sent by email, social media, district athletic announcements, etc. in the Summer of 2021.

**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 \$30.00 INSUFFICIENT CHECK CHARGE FROM AN OUTSIDE COLLECTION SOURCE.

Friday Freeze and PTO Membership funds will be collected by PTO.

Field Trip T-shirts will be sold after school starts.

The above contributions are strictly voluntary. If you have any questions or concerns with these contributions, please contact: **Barbara Seal at 228-3411**

