



**CAHABA ELEMENTARY  
SCHOOL**

301 PARKWAY DRIVE  
TRUSSVILLE, ALABAMA  
35173

205-228-3400

**2019-2020**

**NEW FIRST GRADE  
REGISTRATION  
INSTRUCTION PACKET**

*Welcome to  
1<sup>st</sup> Grade  
And  
The Cahaba Family!*





## Step 1: Residency & Custody

- a. Families of an enrolling student must be living full time within the corporate limits of Trussville.
- b. Residency documentation:

Residency Documents Needed for Student Registration	Contact Student Services Department 205-228-3782	Alabama Power Bill	2nd Utility Bill (gas, water or sewer)	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	✓				

- c. The student enrolling must be living in Trussville with their primary legal and physical custodian. Please note: one or more of the items below may be required during the enrollment process to provide additional information regarding the parent's marital status and/or custody of the student applying to enroll with Trussville City Schools:
  - i. Marriage certificate
  - ii. Birth certificate
  - iii. If applicable, court documents regarding custody of minor children (divorce papers, Family Court docs. etc.).
  - iv. If applicable, parents of the student that have never been married may need to complete additional paperwork.

- d. **Document uploads /online registration: Please note:** All documents listed above should be **uploaded electronically (step 2-in this packet)**; if you are unable to upload these documents they may be brought to the Student Services Department@ Trussville City Board of Education, 113 North Chalkville Rd; M-TH 9-3. Please call the number listed below for any questions or concerns.

**Student Services Department                      205-228-3782**

## Sample Submissions of Acceptable Bill Proofs

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

Annotations on the bill:

- Customer name visible
- Service address visible
- No disconnect notice without receipt of payment proof.
- Payment stubs alone do not suffice.
- Online payment customers should print this bill from your online accounts and submit

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



## Step 2: Online Registration- Opens May 1, 2019

- a. Online application forms collect student demographic information, parental and emergency contact information, health information, permissions and allow you to make monetary contributions electronically.
- b. Please go to [trussvillecityschools.com](http://trussvillecityschools.com); **Click on the Registration Icon (middle of the webpage).**
- c. Select New Kindergarten/ 1<sup>st</sup> Grade Student Registration 2019-2020 located under ONLINE REGISTRATION on the left side of the page.
- d. **Create** an account if you are a **new family to TCS.**
- e. **Login** if you're **already** a **family member of TCS.**
- f. Saving your online registration: During the completion of the online registration; please **save** your information before exiting the program unless you are submitting the application with all requirements.
- g. Complete all application forms & **upload residency documents.**
- h. **Submit Registration.**
- i. Parents will receive a text and/or email notification when the submitted registration has been **reviewed and approved**. Once approved, parents may proceed with STEP 3 (listed below).

### **No internet or computer/ unable to upload documents:**

Assistance is available at the Student Services Department@ the TCS Board of Education, 113 North Chalkville Rd; M-TH 9-3. Please call 228-3782 if you have any questions or concerns.



**Step 3: School Enrollment** (Steps 1 & 2 must be completed)

**\*\* No incomplete packets will accepted for school enrollment**

Listed below are the **highlighted** dates for Kindergarten/1<sup>ST</sup> Grade New Student enrollment at your student's elementary school. Students that move into the district after July will be allowed to enroll in August (M-F).

**TUESDAY & THURSDAYS**  
**9AM-2PM**

May						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## *Enrollment Documents for Packet*

Please call the **school registrar** for any **enrollment** questions:

**Cahaba Elementary**

**Nancy Estell**

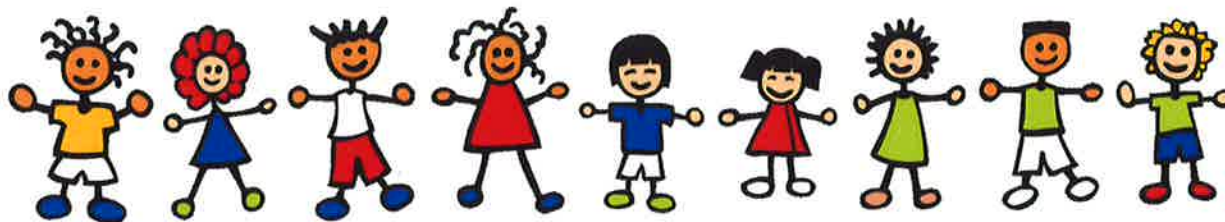
**228-3415**

1. The following documents should be brought to the elementary school for **enrollment when approved**.  
**(all parents should receive a text or email indicating approval):**

- a) Birth Certificate
- b) Social Security Card ( used for state enrollment identification; only-voluntary)
- c) Parent or Court Appointed Legal Custodian Government issued photo ID (must be present with ID)
- d) Alabama State Imprint Immunization Form or Alabama State Exemption Form

**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 4: Contributions

Please call the **school bookkeeper** for any questions regarding **contributions**:

**Cahaba Elementary**

**Barbara Seal**

**228-3411**

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

### Checks

Please complete the school cost sheet below and bring with your check on any of the **highlighted** Kindergarten/1<sup>st</sup> Grade New Student registration days listed in **Step 3**.



# Cahaba Elementary School Contributions 2019-2020

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 on the school website. **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.

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

This serves as the main communication tool between home and school.

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..... \$20.00 \_\_\_\_\_

The card will be personalized and will allow the card holder entry to ALL HTMS and HTHS regular season home games.

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:

**Board Approved**

Barbara Seal at 228-3411

MAR 18 2019

*Dr. Pattie Neill*



