

**MAGNOLIA ELEMENTARY
SCHOOL**

5400 Hidden Way Lane
TRUSSVILLE, ALABAMA
35173

205-228-3500



2019-2020

**NEW FIRST GRADE
REGISTRATION
INSTRUCTION PACKET**



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.

The image shows a sample Gulf Power bill for customer REBECCA O POWER, account number 12345-12345, dated Jun 17, 2011. The bill is annotated with red circles and arrows pointing to specific areas, numbered 1 through 5. The annotations are as follows:

- 1.** Points to the customer name "REBECCA O POWER" in the top left section.
- 2.** Points to the service address "4375 ENERGY PL" in the top left section.
- 3.** Points to the "Total due" amount of "\$ 126.53" in the billing summary section.
- 4.** Points to the "Usage information" section, specifically the "Total used" and "Average daily kWh" data.
- 5.** Points to the "Usage information" section, specifically the "Days in billing period" data.

The bill also includes a "Payment stub" at the bottom, which is highlighted with a red box. The stub contains the account number, current amount due, and total due amount.

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; Click on the Registration Icon (middle of the webpage).
- c. Select New Kindergarten/ 1st 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/1ST 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:

Magnolia Elementary

Kim Blain

228-3515

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**:

Magnolia Elementary Danna Woodard 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 @ 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).

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/1st Grade New Student registration days listed in **Step 3**.

