

**MAGNOLIA ELEMENTARY  
SCHOOL**

5400 Hidden Way Lane  
TRUSSVILLE, ALABAMA  
35173

205-228-3500



**2019-2020**

**KINDERGARTEN**  
**REGISTRATION  
INSTRUCTION PACKET**



Welcome to Magnolia Elementary School!

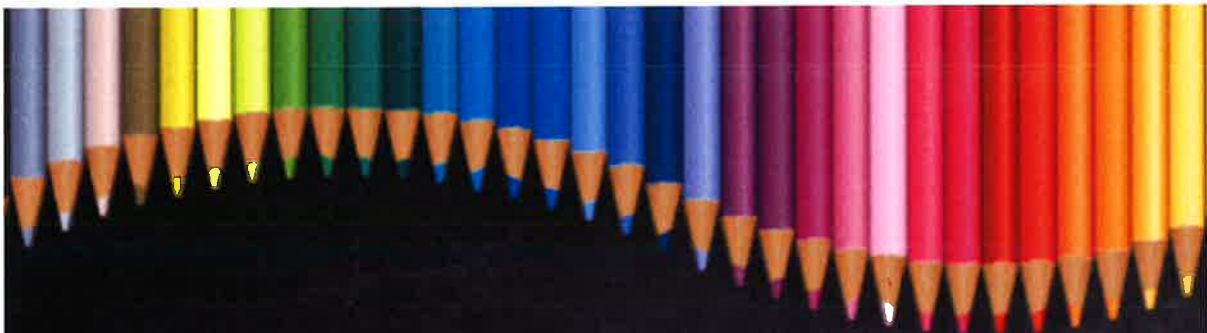
My name is Jennifer Abney and I have the pleasure to serve as principal of Magnolia Elementary School. I want to personally welcome you to the Magnolia Family. Our community school is a special place where each student is nurtured in their social, emotional, and academic development. Our teachers work hard to ensure our students are challenged and focused to be their very best while educating them in a fun and loving environment. Our most current Alabama State Report Card was a 96/A. We are so proud of our teachers and students for their hard work and success!

As a new member of the Magnolia Family, I want to encourage you to become involved as much as possible. As a school, we value our relationship with you and our partnership is crucial to Magnolia's overall success. There will be many opportunities for you to visit our school and get to know your child's teacher. If you ever have a question or concern, our lines of communication are always open. I would also encourage you to join our PTO. There are events that take place throughout the school year that would not be possible without parent support. I firmly believe it takes a village and by working together, our students will be set up for success!

This is my second year as principal of Magnolia Elementary School. Previously, I served as assistant principal at Hewitt-Trussville High School where I also taught physical education and coached volleyball, basketball, and softball before becoming an administrator. While teaching at Hewitt-Trussville High School, I earned my master's in Instructional Leadership from Samford University. I started my teaching profession at Clay-Chalkville Middle School after completing my undergraduate degree from the University of Alabama at Birmingham. Before attending UAB, I played volleyball and softball at LaGrange College. I am a graduate of John Carroll High School in Birmingham, Alabama.

I live in Trussville with my husband, Tommy, a teacher at Hewitt-Trussville High School, and our two children who attend Hewitt-Trussville Middle School.

I look forward to meeting you and to personally welcome you to our school. We are so excited about this upcoming school year!



# Magnolia Elementary Kindergarten Round-Up

Join us at our school  
to meet the teachers and Mrs. Abney.  
**PLEASE BRING YOUR KINDERGARTEN  
STUDENT WITH YOU!**

**May 14, 2019**

**9 am or 5 pm**  
(choose one session)

**5400 Hidden Way Lane, Trussville, AL 35173**







## 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 with several key sections highlighted by numbered arrows:

- 1.** Customer name visible: Points to 'REBECCA G POWER' under 'Customer name'.
- 2.** Service address visible: Points to '4573 ENERGY PL' under 'Service address'.
- 3.** No disconnect notice without receipt of payment proof: Points to the 'No disconnect notice' section.
- 4.** Payment stubs alone do not suffice: Points to the 'Payment options' section.
- 5.** Online payment customers should print this bill from your online accounts and submit: Points to the 'Usage information' section.

1. Customer name visible

2. Service address visible

3. **No disconnect notice** without receipt of payment proof.

4. Payment stubs alone do not suffice.

5. **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:

Magnolia Elementary	Kim Blain	228-3515
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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](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**.

# MAGNOLIA ELEMENTARY SCHOOL

## Contribution List 2019-2020

**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 items needed for classroom instruction.

**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.

**Field Trip 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.

**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 INSUFFICIENT CHECK CHARGE FROM AN OUTSIDE COLLECTION SOURCE.**

*The above contributions are strictly voluntary. If you have any questions or concerns with these contributions please contact your principal.*

**Friday Freeze and PTO Membership will be collected by the PTO**

If you have questions, please contact  
 Danna Woodard, Office Coordinator at 228-354-3541

APPROVED  
 \_\_\_\_\_  
 BY: *pen*

Board Approved  


MAR 18 2019

*Dr. Pattie Neill*

