

# MAGNOLIA ELEMENTARY SCHOOL

5400 Hidden Way Lane

Trussville, Alabama 35173

(205) 228-3500



New Kindergarten  
Registration Instruction Packet

2023 - 2024



# WELCOME TO THE MAGNOLIA FAMILY!

I am excited about you becoming part of our school family! You will find that Magnolia Elementary is a school with a heart for students. We strive to provide the very best for our students, academically and socially. We want every student that attends Magnolia to know that he or she is loved and valued.

The 2023-2024 school year will begin my 27th year in education, in which all have been within a Trussville School as a teacher or administrator. I am also blessed to be Nana to two precious granddaughters, Riley and Harper. I visualize my granddaughters at Magnolia Elementary and would be proud to have them here. My expectations are high within our school family, beginning with myself. We work hard and treat one another as one big family with love and respect.

As parents, you play an essential role within our school family. You entrust us with your most important asset; we are grateful for that. I can assure you this responsibility is not taken lightly. We will do everything possible to make this first year of learning a positive and memorable experience for you and your student.

I hope you can join us on May 4, 2023 @ 5:30PM as we open Magnolia Elementary for you to explore and meet our exceptional teachers!

Blessings,

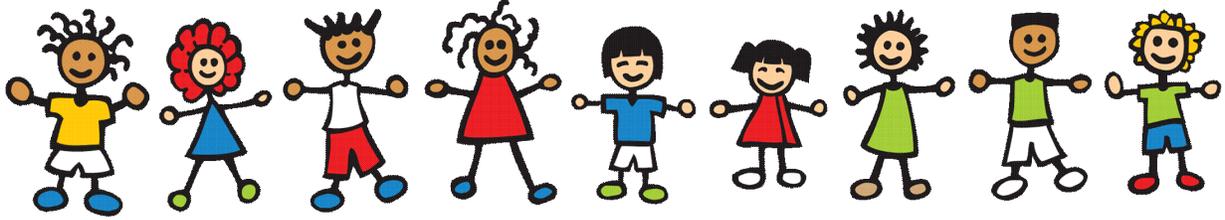
*Dr. Phyllis Faust*

# IMPORTANT DATES TO REMEMBER

**Thursday, May 4, 2023**

**Kindergarten Open House**

**5:30 PM**



## Step 1: Eligibility

- a. The student must be five (5) years of age on or before September 1, 2023.
- 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.

**KINDERGARTEN REGISTRATION OPENS  
JUNE 5, 2023 AND CONTINUES THROUGH  
THE SUMMER MONTHS.**

## Step 2: Documentation

Please gather the applicable residency documents listed below for submission to Trussville City Schools. If your residency situation is not listed in the table below, please call the Student Services department for guidance.

Kathy Burgin, Student Services, (205) 228-3782

### 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	✓				
Trussville Home under Construction with completion by the end of December 2023	✓				

## Sample Submissions of Acceptable Bill Proofs

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

CS922TP 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**

**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/mypayment  
Login to your account using the following:  
Account number: 12345-12345  
Web access code: 123456  
By mail: Gulf Power Payments, PO Box 830960, Birmingham, AL 35283-0960  
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 26, 2011

1 year ago: Total kWh used 851, Average daily kWh 26, Days in billing period 33  
Last month: Total kWh used 759, Average daily kWh 24, Days in billing period 32  
This month: Total kWh used 1000, Average daily kWh 34, Days in billing period 29

PLEASE KEEP THIS PORTION FOR YOUR RECORDS.  
PLEASE RETURN THIS PORTION WITH YOUR PAYMENT. MAKING SURE THE RETURN ADDRESS SHOWS IN THE ENVELOPE WINDOW.

**GULF POWER** One Energy Rate Pensacola, FL 32509-0007

REBECCA G POWER  
4575 ENERGY PL  
PENSACOLA FL 32501

Mail to:  
PO BOX 830960  
BIRMINGHAM AL  
35283-0960

Account number: 12345-12345  
Current amount delinquent after: Jun 17, 2011  
Total due: \$ 126.53

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.*

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. Please submit the filed divorce agreement (this copy would be signed by all parties and have a court filing sticker on the first page)
- ii. Please submit the final decree; this is a separate document that references the divorce agreement as final along with the Judge's signature.

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

- i. All pages of custody order including Judge's signature.

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 5, 2023

Kim Blain, (205) 228-3515

Online application forms collect student demographic information, parental and emergency contact information, health information, permissions, and enrollment documents.

**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 through the New Student Registration 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 through New Student Registration 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 @ 228-3782 for reset assistance. **PLEASE NOTE:** Blended families should create separate accounts unless the legal physical custodians are the same for all children.

Sign In

Email Address

Password

Remember me on this computer

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. 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.
- i. 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 205-228-3782.
- j. 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.

- k. Parents will receive a confirmation email once the student's registration forms have been submitted.
- l. 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.
- m. Enrollment Approval Email- An email will be sent to the parent once the student registration has been reviewed and approved. All submitted applications are reviewed in the order they are received by grade level.

## Step 4: Enrollment Phone Call

Kim Blain, (205) 228-3515

**Once the student's family has received the enrollment approval email; the family will be directed to call the registrar @ Magnolia Elementary School.**

## 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:

Danna Woodard, (205) 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 @ 205-228-3500.

### 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.

### 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.  
**Magnolia Elementary School**  
**5400 Hidden Way Lane**  
**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.

**MAGNOLIA ELEMENTARY SCHOOL**  
**Contribution List 2023-2024**

*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 classroom instruction materials.

**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.

**Magnolia 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.

CASH \_\_\_\_\_ or CHECK # \_\_\_\_\_ \* TOTAL PAID \_\_\_\_\_

\*CURRENT PHONE NUMBER AND DRIVERS 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.

**PTO Fun Friday and Membership**

**will be collected by the PTO at the beginning of the school year.**

If you have questions, please contact

Danna Woodard, Office Coordinator, at 228-3511.