

MAGNOLIA ELEMENTARY SCHOOL

5400 Hidden Way Lane

TRUSSVILLE, ALABAMA
35173

205-228-3500



2021-2022

NEW
KINDERGARTEN
REGISTRATION
INSTRUCTION
PACKET

MAGNOLIA ELEMENTARY SCHOOL

Dr. Phyllis Faust, Principal

*Working together to help students move forward on a positive path
toward college and career readiness.*



5400 Hidden Way Lane, Trussville, Alabama 35173

(205) 228-3500

Fax (205) 228-3501

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.

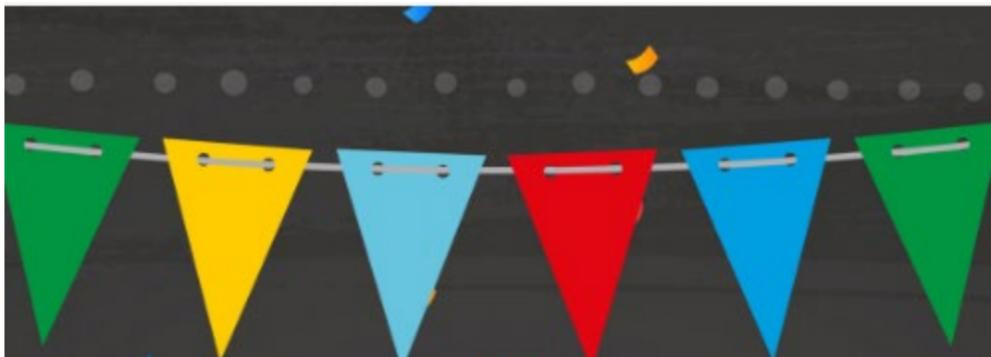
The 2021-2022 school year will begin my 25th year in education. I am blessed to say that every year has been within a Trussville School. I am also blessed to be Nana to two precious granddaughters, Riley and Harper. I visualize my granddaughters at Magnolia Elementary and would be proud to have them 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, and for that, we are grateful. 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.

Blessings,

Dr. Phyllis Faust

Dr. Phyllis Faust
Magnolia Elementary Principal



PARENT/STUDENT

VIRTUAL

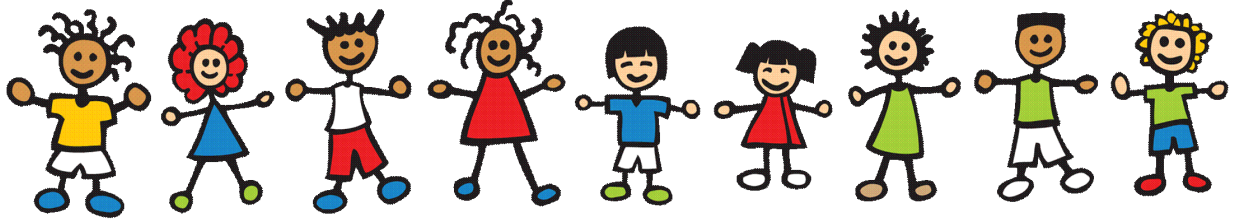
ORIENTATION

KINDERGARTEN

⇒ 2021 - 2022 ⇐

AVAILABLE BEGINNING: JUNE 1, 2021

WEBSITE: WWW.TRUSSVILLECITYSCHOOLS.COM/MAGNOLIA



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

Kathy Burgin	Student Services	205-228-3782
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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

Current amount due: Jun 17, 2011
Total due: \$126.53

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 to pay
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 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 due: 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

Student Services	Kathy Burgin	205-228-3782
Magnolia Elementary	Kim Blain	205-228-3515

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; 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.

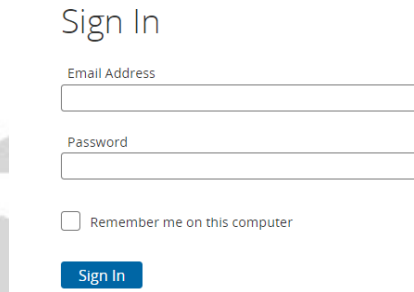
Established “Husky” Families (follow instructions below)

1. Please go to trussvillecityschools.com; 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 @ 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

Sign In

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*

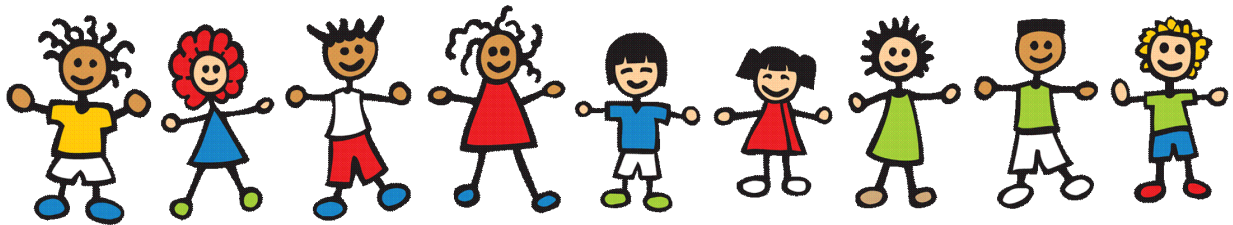
Magnolia Elementary	Kim Blain	205-228-3515
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- A. The enrollment appointment is a scheduled phone call pre-determined by the parent. The appointment is scheduled using the appointment calendar link received in the approval email. The approval email is 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:

Magnolia Elementary	Danna Woodard	205-228-3511
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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 Magnolia School Office @ 205-228-3500.

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.

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 2021-2022

Student's Name _____

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.

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

If you have questions, please contact

Danna Woodard, Office Coordinator, at 228-3511.

