



**CAHABA ELEMENTARY
SCHOOL**

**NEW FIRST GRADER
REGISTRATION PACKET**

2018-2019





Welcome to First Grade at Cahaba.....

to a year that promises to be wonderful! First grade is the year of making connections. We take great pride in our inspiring curriculum that focuses on student engagement and growth. Our teachers know their students, identify strengths, challenges and passions while providing a positive school experience and a love of learning.

First grade marks an important milestone for young children as they learn to work independently, develop reasoning skills, understand the meaning of thousands of words, and solve math problems.

I encourage you to get involved through school events and our Parent Teacher Organization. Before school starts, you will have opportunities to meet our teachers and ask questions. We will be partners with you to meet all of your child's emotional, social and academic needs.

I am looking forward to a successful year, new friends, and fantastic relationships with families!

Sincerely,

A handwritten signature in black ink that reads "Joy Tyner".

Joy Tyner, Principal



First Grade New Student Registration



Step 1: Residency & Custody

Please gather the following documents:

- a. *Current* tax card, Warranty deed or Full signed lease
- b. *Current* Alabama power bill (**example provided on the next page of this packet**)
- c. *Current* 2nd utility bill such as gas, water, cable or sewer (**example provided on the next page of this packet**)

If all or some of the documents are in *one custodial parent* or *step-parent's name*, a marriage certificate will also be required.

- d. **Court Documents**- Trussville City Schools requires a copy of the most current court order for your child, if applicable. If parents have never been married, additional paperwork may be needed.

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@ 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

First Grade New Student Registration

SECOND PARTY RESIDENTS

If you are the physical custodial parent or court ordered legal and physical custodian and your domicile is with another Trussville resident; you must call the Student Services Department to make an appointment to prove residency. Appointments will begin June 11, 2018.

Additional residency proofs are required at the appointment for Second Party residents.

Student Services Department

205-228-3782

First Grade New Student Registration

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 five numbered callouts:

- 1.** Points to the customer name: REBECCA G POWER.
- 2.** Points to the service address: 4575 ENERGY PL.
- 3.** Points to the billing summary section, which includes: Previous bill amount (\$95.57), Payment received on 05/19/11 (-\$5.57), and Current electric service (+\$125.53). Total due is \$125.53.
- 4.** Points to the payment options section, which includes: By mail (Gulf Power Payments, PO Box 830860, Birmingham, AL 35283-0860), Local office (The Gulf Power Local Office for your service, 418 W. Garden St, Pensacola, FL 32502), and a note: "For current billing details, turn page over."
- 5.** Points to the usage information section, which includes a bar chart showing total usage in kWh and a table with columns for Year, 1st, 2nd, 3rd, 4th, and Total usage.

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.

First Grade New Student Registration



Step 2: Online Registration- Opens May 1, 2018

Online application forms collect student demographic information, parental and emergency contact information, health information, permissions and allow you to make monetary contributions electronically.

Please go to **trussvillecityschools.com**

Select New Student Registration located under the “Links” section
Create an account (new family to TCS) or Login (current TCS family) to SchoolMint and complete application forms & **upload residency documents** (See Step 1)

Submit

If you are **unable to upload** the required documents from Step 1 (residency/court documents) into the online registration electronically, please bring them to the Student Services Department@ the TCS Board of Education, 113 North Chalkville Rd; M-TH 9-3.

No internet or computer:

Assistance is available at the Student Services Department@ the TCS Board of Education, 113 North Chalkville Rd; M-TH 9-3.

First Grade New Student Registration

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 First Grade New Student enrollment at your student's elementary school.

TUESDAY & THURSDAYS 9AM-2PM

| May 2018 | | | | | | | June 2018 | | | | | | | | |
|----------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|----|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | | |
| 18 | | 1 | 2 | 3 | 4 | 5 | 22 | | | | | 1 | 2 | | |
| 19 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 23 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 20 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 24 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 21 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 25 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 22 | 27 | 28 | 29 | 30 | 31 | | | 26 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |

| July 2018 | | | | | | | August 2018 | | | | | | | | |
|-----------|----|----|----|----|----|----|-------------|----|----|----|----|----|----|----|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | | |
| 27 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 31 | | | 1 | 2 | 3 | 4 | |
| 28 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 32 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 29 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 33 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 30 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 34 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 31 | 29 | 30 | 31 | | | | | 35 | 26 | 27 | 28 | 29 | 30 | 31 | |

First Grade New Student Registration



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 or alternate documents proving age and custody
- 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 Blue Immunization Form, Alabama State Exemption Form or Alabama Immunization Imprint 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.

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

Cahaba

Nancy Estell

228-3415

First Grade New Student Registration



Step 4: Contributions

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-

Select Online payment under the "Links" section.

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.

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

Cahaba

Barbara Seal

228-3411

First Grade New Student Registration

Checks

Please complete the school cost sheet below and bring with your check on any of the **highlighted** First Grade New Student registration days listed below at the elementary school:

May 2018

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

June 2018

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

July 2018

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

August 2018

| | S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|----|
| 31 | | | | 1 | 2 | 3 | 4 |
| 32 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 33 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 34 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 35 | 26 | 27 | 28 | 29 | 30 | 31 | |

Cahaba Elementary School
Contributions 2018-2019

Board Approved



MAR 19 2018

STUDENT'S NAME: _____

Dr. Pattie Neill

Donation (Classroom) \$40.00 _____

Non-instructional supplies such as paper towels and Kleenex will be purchased by the school from a portion of your donation. The remaining 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.

Software/Instructional Supplemental Materials Donation.... \$20.00 _____

Licensing costs for web-based programs, subscriptions for instructional materials and/or workbooks.

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 _____

Student Athletic Pass..... \$20.00 _____

For the first time we are offering ALL TCS students the opportunity to purchase a Student Athletic Pass. The card will be personalized and will allow the card holder entry to ALL HTMS and HTHS regular season home games for all sports.

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:
Barbara Seal at 228-3411

