



**PAINE ELEMENTARY
SCHOOL**

**NEW FIRST GRADER
REGISTRATION PACKET**

2018-2019

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.

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.

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:

Paine

Debby Meacham

228-3215

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 Paine School Office @ 228-3200

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**:

Paine

Lori Phillips

228-3211

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	



PAINE ELEMENTARY SCHOOL

Registration Contributions 2018-2019

Student's Name _____

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, such as markers, crayons, glue, paper, etc. Parents who do not choose this option may obtain a copy of the supply list on the school web site.

T-Shirts Short-Sleeved.....\$10.00 _____

T-Shirts Long-Sleeved.....\$15.00 _____

Please circle correct size and style.....**Youth Size: YS, YM, YL** and **Youth Short Sleeve** or **Youth Long Sleeve**
Adult Size: AS, AM, AL, AXL, 2XL, 3XL and **Adult Style Short Sleeve** or **Adult Long Sleeve**

When paying online, please choose the size and style of the T-Shirt you wish to purchase.

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

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

Agenda Book.....\$10.00 _____

The Agenda Book serves as the main communication tool between home and school.

TCS Foundation Donation.....\$20.00 _____

Donations received at registration will be used for teacher grants at Paine Elementary.

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 at 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 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 Lori L. Phillips, Office Coordinator, at 228-3211.*

**Friday Freeze and PTO Membership funds will be
collected by the PTO after the opening of school.**

