

New Kindergarten
Registration Instruction Packet
2026-27

301 Parkway Drive
Trussville, Alabama 35173
(205) 228-3400



Stephen M. Ward, Ph.D.
Board President

Patrick M. Martin, Ph.D.
Superintendent

Dear Cahaba Kindergarten Parents,

Please let me be the first to welcome you to Cahaba Elementary School and this very important year of Kindergarten for your son or daughter. At Trussville City Schools we believe in ***Everyday Excellence in the areas of Academics, Athletics, and the Arts.*** We want your student to really enjoy their year in Kindergarten and become immersed in the *Husky Experience*.

Kindergarten is a significant milestone in your child's educational journey, and we are committed to ensuring that they start off on the right foot. Cahaba Elementary School has traditionally been rated as one of the best elementary schools in the state of Alabama and our dedicated team of educators is passionate about fostering a love for learning and supporting your child's growth.

At Cahaba Elementary School, we see the educational process as an important partnership between school and home. You can expect open communication from our educational team throughout the year. These strong partnerships between parents, teachers, and staff are essential so that together we achieve the academic goals that you have for your student, as well as give them the experience that they so desire. I know that it seems like a long time off, but please understand, as a father of two Hewitt-Trussville High School students, it feels like just yesterday that I was walking them into the schoolhouse for their year in Kindergarten. The time goes so quickly, and we want to help you have a wonderful experience.

Once again, we are so excited that you are here and welcome to Cahaba Elementary School. As we embark on this year together, we look forward to a time filled with endless possibilities for your student. We hope that you can join us on **Thursday, April 30, 2026, at 6:00 p.m.** at Cahaba Elementary School as we introduce you to our Kindergarten team and get to meet your precious student.

Congratulations. Your Husky Journey starts now.

Sincerely,

Patrick M. Martin, Ph.D.

Patrick M. Martin, Ph.D.
Superintendent
Trussville City Schools

476 Main Street
Trussville, AL 35173
(205) 228-3000



Cahaba

KINDERGARTEN BASH

Be the first to meet
teachers, tour the school
and become a part of
the Cahaba family

Thursday, April 30
6:00 p.m.
Cahaba Gym



Step 1: Eligibility

- a. The student must be five (5) years of age on or before September 1.
- b. Students that will be turning five (5) years of age between September 2 and December 31 must be screened by Trussville City Schools to determine school readiness before registration approval.
- c. The family of an enrolling student must be living full time within the corporate limits of Trussville (Trussville City Schools' attendance zone).
- d. Family and student must be residing and physically moved into home prior to enrollment with Trussville City Schools.
- e. The student enrolling must be living in Trussville with their primary legal and physical custodian.
- f. If the student's family will be moving to another Trussville City Schools Elementary School zone, please call Trussville City Schools for additional guidance @ 205-228-3782 prior to enrollment.

**KINDERGARTEN REGISTRATION OPENS
JUNE 1, 2026, AND CONTINUES THROUGH
THE SUMMER MONTHS.**



Step 2: Documentation

Please gather the applicable residency documents listed below for submission to Trussville City Schools. In some cases, supplemental residency items may be needed. If your residency situation is not listed in the table below, please call Kathy Burgin@ 205-228-3782 for guidance. **Residency home checks may be included in any enrollment.**

Kathy Burgin, (205) 228-3782

a. Residency

Residency Documents Needed for Student Registration	Contact Trussville City Schools	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 with Utility bills in <i>parent</i> name.		✓	✓		✓
Trussville Renter/Resident with Utility bills in <i>landlord</i> name.	✓				✓
Trussville Second Party Resident /Parent living with another Trussville Resident	✓				
Trussville Home under Construction with completion by the end of December 2026.	✓				

Acceptable Bill Items and Paperless Billing

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. 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.

Acceptable Bill Items and Paperless Billing

Trussville Utility Company Bill

If you already have a customer portal created, simply log in and continue with the directions on the link's page. If you do not have an account, it is simple to create one. You just need to have your customer number and PIN which are located on the top portion of your past utility bills.

Once you are in your portal, simply click the **View Bill History** button at the bottom of your account information screen. Here, you can view and print or download your prior bills required for school registration.

Click or copy the link below and follow the directions on the website to download a paper bill from an established account with Trussville Utility Company:

[Printing Required School Documents - Trussville Gas and Water](#)



Step 3: *Legal and Physical Custody*

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.

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.

Step 4: *Enrollment Documents*

a. Alabama Immunization Certificate or Exemption

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.

b. Valid Parent/Custodian Identification

c. Valid Military ID

Step 5: Online Registration- Opens June 1, 2026

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 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 www.tcsk12.us; Click on Registration on the right side of the webpage.



2. Click on the new student hyperlink through the New Students graphic listed below:



[New Students](#)

2. 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

3. 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 www.tcsk12.us; Click on Registration on the right side of the webpage.



2. Click on the new student hyperlink through New Students Registration graphic listed below:



New Students

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 Trussville City Schools @ 205-228-3782 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 on 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

- a. Required fields will be notated on the registration forms for parents.
- b. Parents will be asked to upload all registration/enrollment documentation to the registration site.
- c. Please make sure each document is legible once uploaded.
- d. Parents may contact the local school office or the Trussville City Schools Board of Education for assistance if problems arise when attempting to upload any documentation to the PowerSchool registration platform.
- e. 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 errors 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 Trussville City Schools Board of Education, 205-228-3782.
- f. 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 Trussville City Schools @ 205-228-3782.

Step 6: *Online Registration Approval Email*

Enrollment Approval Email-

An email will be sent to the registering parent once the student registration has been reviewed and approved by Trussville City Schools Board of Education.

All submitted applications are reviewed in the order they are received by grade level.

Rejected Registrations

It is possible that your submitted registration could be rejected because additional information is needed or incomplete.

**Parents will be notified by the Trussville City Schools 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.*

Step 7: Make Enrollment Phone Call Appointment

Cissie Harrington, School Registrar (205)-228-3415

- 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.**

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 first week schedule**
- ii. **Teacher notification/letter**
- iii. **Special Services**
- iv. **School Hours/ School Dismissal**
- v. **Supplies and other contribution items**
- vi. **Circool and Visitor Management**
- vii. **Carline/bus route information**
- viii. **Lunch/Snack Time**
- ix. **Walkers/Bikers**
- x. **Additional questions that you may have regarding your student's kindergarten experience.**
- xi. **School Calendar**
- xii. **Student Screener**

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. *If the parent does not make an appointment for an enrollment phone call, the school registrar will reach out to the parent seeking to enroll their child within a week.*

Step 8: Contributions

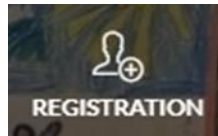
Contribution details will be discussed during the phone call appointment. Please call the **school bookkeeper** for any additional questions regarding **contributions** after the initial phone call appointment:

Cahaba Elementary School Bookkeeper, Barbara Seal, (205) 228-3411

School supply packets *are* being sold at the elementary schools for \$50 this year. If you would prefer to purchase your child's supplies, please contact the Cahaba School Office @ 205-228-3400.

Debit/Credit Card

Please go to www.tesk12.us; Click on Registration on the right side of the webpage.



Select: Online link to MySchoolBucks under Fees and Contributions.



Fees and
Contributions

Check Payments

- Mail your check along with the contribution sheet in this packet. Please make sure the contribution sheet and check reflect the student's name.

Cahaba Elementary School

301 Parkway Drive

Trussville, AL 35173





Cahaba Elementary School Contributions 2026-2027

STUDENT NAME: _____

Grade: _____

- \$40.00 Donation (Classroom)**
Funds are divided between teachers to purchase items needed for classroom instruction.

- \$50.00 School Supplies**
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 from the office.
Does NOT include the Agenda Book.

- \$25.00 Software/Instructional Supplemental Materials Donation**
Licensing costs for web-based programs, subscriptions for instructional materials and/or technology.

- \$10.00 Agenda Book**
This serves as the main communication tool between home and school.

\$_____ TOTAL PAID

- CASH**
- CHECK #_____***

*Current phone number and driver license number must be on checks.
We cannot accept postdated checks.
All returned checks are subject to a \$30.00 insufficient check charge.

Information on Friday Freeze, class colored event shirts, yearbook, and PTO membership will be available on the PTO website

The above contributions are strictly voluntary. If you have any questions or concerns with these contributions, please contact: Barbara Seal at 228-3411