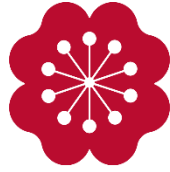


Magnolia

ELEMENTARY SCHOOL

New Kindergarten
Registration Instruction Packet
2026-27

5400 Hidden Way Lane
Trussville, Alabama 35173
(205) 228-3500



Magnolia

ELEMENTARY SCHOOL

Greetings from Magnolia Elementary School!

I am truly grateful for the opportunity to serve as your principal. At Magnolia, we are committed to building strong relationships, nurturing academic excellence, and supporting the growth and well-being of every child. As principal of Magnolia, I am passionate about creating a learning environment where all students feel seen, valued, challenged, and supported.

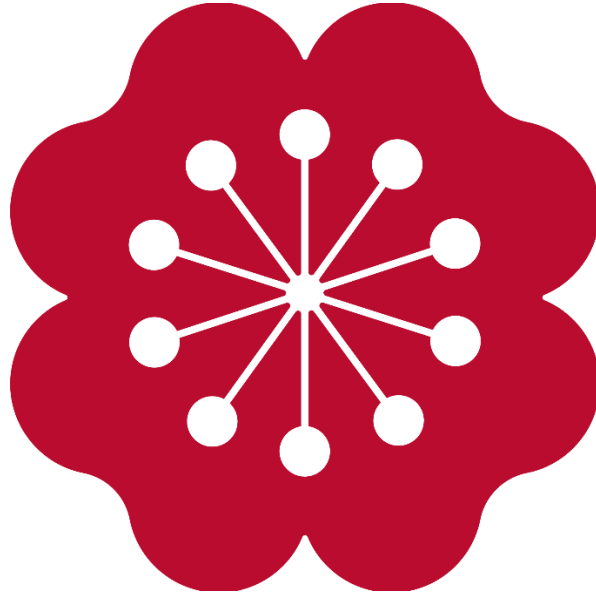
Magnolia's mission and vision align with our district's goal of achieving *Triple A Excellence* in Academics, Athletics, and the Arts. We strive to provide students with rich learning and extracurricular opportunities that help them grow, discover their strengths, and excel in each of these areas.

Our partnership with families is essential to our success, and we welcome you into our school community throughout the year—as lunch visitors, classroom volunteers, or partners supporting our teachers. We are proud of our outstanding educators who consistently put students first and collaborate daily to create meaningful, memorable learning experiences.

Thank you for trusting our team and partnering with us. Welcome to our Magnolia family, and we look forward to sharing an outstanding school year!

Dr. Tiffany Hamilton
Principal
tiffany.hamilton@tcsk12.us

IMPORTANT DATE TO REMEMBER



Kindergarten Orientation Date

Thursday, May 14, 2026

5:30 PM



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: Residency Items

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 us for guidance.

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		✓	✓		✓
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.

The image displays a Gulf Power bill and its payment stub. The bill is annotated with red dots and arrows pointing to various fields:

- Customer name:** REBECCA G POWER
- Account number:** 12345-12345
- Current amount delinquent after:** 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
- Usage information:** Total used 1000 kWh, Next scheduled read date On or after June 28, 2011

The payment stub is shown below the bill, with a blue arrow pointing to its bottom portion. The stub includes the Gulf Power logo, account number 12345-12345, current amount delinquent after Jun 17, 2011, and total due \$ 126.53. It also includes a mailing address for Rebecca G. Power at 4575 Energy Pl, Pensacola, FL 32501.

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.

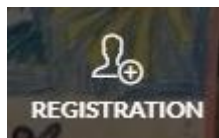
Families that do not have internet or the ability to register online should call Trussville City Schools for assistance with registering your student.

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

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...

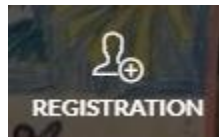
- Complete forms online
- Save and return to forms in progress
- Print form history

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 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

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

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 to 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 Trussville City Schools Board of Education 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 Trussville City Schools Board of Education, 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 Trussville City Schools @ 205-228-3782.
- k. Parents will receive a confirmation email once the student's registration forms have been submitted.

1. Parents will be notified by the Trussville City Schools Board of Education 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 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: Enrollment Phone Call

Once the student's family has received the enrollment approval email; the family will be directed to call the registrar @ Magnolia Elementary School. *If a phone call is not received by the school registrar within one week; a phone call will be made to the parent from the school.*

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.

Kim Ray, School Registrar (205) 228-3515

Listed below are items that will be discussed during your phone call with the school registrar:

- *Teacher Assignment Notification Date*
- *First Week Schedule*
- *School Hours*
- *Bus Routes/Car Line*
- *Lunch/Snack Time*
- *School Visits and Circool Visitor Management*
- *School Attendance*
- *School Communication*
- *School Supplies*
- *School Calendar*
- *Screener Sign-up*

Step 8: Contributions

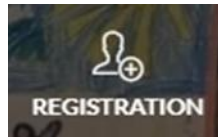
Contribution details will be discussed during the phone call appointment. Please call the **school bookkeeper** for any additional questions regarding **contributions** after the initial phone call appointment:

Danna Woodard, (205) 228-3511

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 Magnolia School Office @ 205-228-3500.

Debit/Credit Card

Please go to www.tcsk12.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

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
2026-2027**

Student Name:

- _____ \$40.00 **Donation (Classroom)**
The school will purchase non-instructional supplies such as paper towels, Kleenex, hand sanitizer, and Clorox wipes from a portion of your donation. The remaining funds are divided among teachers to purchase items needed for classroom instruction.
- _____ \$50.00 **School Supplies**
The school will purchase all your child's instructional supplies for the year. Parents who do not choose this option may obtain a copy of the supply list on the school website.
- _____ \$25.00 **Software & Instructional Supplemental Materials Donation**
Licensing costs for web-based programs, subscriptions, instructional materials, and technology.
- _____ \$10.00 **Agenda Book**
Serves as an important communication tool between home and school.

Cash _____ or Check # _____ Total Paid _____

A current phone number and driver's license number must be on the check. Post-dated checks are not accepted.
All returned checks are subject to a \$30 insufficient check charge from an outside collection source.

Please contact Mrs. Woodard with any questions at 205-228-3511.

