



CARRIE A. TUGGLE ELEMENTARY SCHOOL

412 – 12th Court North | Birmingham, AL 35204 | 205.231.2670

Principal Ann Marie Jemison, ED.S

Assistant Principal Erica Tanks

March 7, 2016

Dear Parents/Guardians,

School Registration for the 2016-2017 school year will begin March 2016. That's right! This year parents and guardians of elementary age children must register students online using the Birmingham City Schools' online registration system. It can be accessed anyplace that supports Internet connection. Before starting, there are a series of video tutorials that you can view at https://www.youtube.com/results?search_query=BCS+Registration.

Steps to Registration

- You can register your elementary child/children now at registration.bhm.k12.al.us. If you do not have computer access at home, you can register on campus using Tuggle's library from 9:00 AM to 1:00 PM, any public library, or anywhere with an Internet connection. Create a username and password.
- At the end of the registration process, you will be prompted to select an appointment time in which you will bring the listed items below to the school.
- Please choose a registration appointment time during the designated grade level week provided in the chart below. If you have more than one child, use the **oldest** child's designated time period listed. However, you will be able to complete the online registration portion for all your elementary children at one time.

Parents/legal guardians will need to bring the following items to Tuggle after completing the online registration process.

1. Parent/Guardian Photo Identification	4. Social Security Card(s)
2. Birth Certificate(s)	5. Proof of Residence (Lease or Deed)
3. Blue Immunization Card(s)	6. 2 Current Utility Bills

*Court documentation is needed if you do not have legal custody of child/children. You will have to attain it before continuing the registration process at the school site.

If oldest child is being promoted to --	Schedule an appointment date between --
Grade 5	March 8-14, 2016
Grade 4	March 15-21, 2016
Grade 3	March 22-25 & April 4-8, 2016
Grade 2	April 11-15 & April 19-23
Grade 1	April 26-30 & May 2-6
Kindergarten students entering Tuggle during the 2016-17 school year will register during the month of April.	

Fees will apply for late registration—
\$10 beginning August 1 and \$25 the first school day and beyond