



REGISTRATION REQUIREMENTS

REGISTRATION IS CONDUCTED ON MONDAY – THURSDAY 8:30 A.M. – 3:00 P.M.

Public School registration is done at **The Division of Student Services**, located in the Theodora Dunbavin Complex in La Grande Princesse (*opposite the Honda Car Dealership*).

Student must be 5 years old on or before December 31st of the registration school year in order to enter
LEGAL ACTION WILL BE TAKEN IF DOCUMENTS ARE FALSIFIED

REQUIRED DOCUMENTS:

- Official verification of the date of birth (Original birth certificate or baptismal certificate)
- Proof of Court Appointed Guardianship/ Adoption Documents (if child is not living with one or both natural parents). **In lieu of Court Appointed Guardianship, please contact The Division of Student Services** using the contact information listed above.
- Social Security Card
- **School Records** – Final last Report Card for grades 1 – 8 and Transcript for grades 9 – 12. Attendance and Disciplinary records are also required. Immunization records and 504/IAP Plan are also required, if applicable.
- **VI Immunization Card and Health Clearance** from The Charles Harwood Health Clinic (blue slip) or The Frederiksted Health Clinic (yellow slip) .
- **Photo ID** (Government Issued) of the Parent/Guardian registering student
- **Proof of Residency** in St. Croix, US Virgin Islands (*see information below*)

HOMEOWNERS - Two (2) documents required:

1. Signed closing statement **OR** a deed or property tax receipt
2. A recent WAPA bill

RENTERS - Two (2) documents required:

1. Lease signed by both parties
2. A recent WAPA bill (*WAPA bill is still required when the lease includes utilities*)

If the lease is not available, a notarized Landlord's Affidavit must be completed and returned with **a recent rent receipt** from the landlord, **PLUS a recent WAPA bill**. This Affidavit is available at the Division of Student Services or on the department's website at www.vide.vi under the "Divisions" tab, then choose "Student Services".

When Parent/Guardian and Student live with a friend or family member - Three (3) documents are required:

1. **Notarized Residency Affidavit**. This Affidavit is available at the Division of Student Services or on the department's website at www.vide.vi under the "Divisions" tab, then choose "Student Services".
2. Lease signed by both parties **OR** signed closing statement **OR** deed verifying the residency of the friend or family member **OR** property tax receipt verifying the residency of the friend or family member
3. Recent utility bill WAPA of the friend or family member

CREATING SCHOOLS THAT PROVIDE A WORLD-CLASS EDUCATION FOR ALL STUDENTS