

**Office of Public Relations**

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**FOR IMMEDIATE RELEASE:** January 14, 2016

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**PUBLIC SCHOOL REGISTRATION SCHEDULE – St. Thomas-St. John District**

**FOR HEADSTART & DAY CARE CENTERS**

***(Children leaving Head Start)***

**For 2016-2017 School Year**

**8:30 a.m. - 2:00 p.m.**

**Location: Estate Thomas**

**Dates**

Feb. 3, 2016 - Sugar Estate Head Start I

Feb. 3, 2016 - Sugar Estate Head Start II

Feb. 3, 2016 - Sugar Estate Head Start III

Feb. 3, 2016 - Sugar Estate Head Start IV

Feb. 8, 2016 - Minetta Mitchell I

Feb. 8, 2016 - Minetta Mitchell II

Feb. 8, 2016 - Minetta Mitchell III

Feb. 8, 2016 - Minetta Mitchell IV

Feb. 8, 2016 - Minetta Mitchell V

Feb. 9, 2016 - Knud Hansen I

Feb. 9, 2016 - Knud Hansen II

Feb. 10, 2016-Lindbergh Bay Head Start

Feb. 10, 2016-Savan Head Start

**Location: Curriculum Center**

**Dates**

Feb. 1, 2016 - Wilhelm George I

Feb. 1, 2016 - Wilhelm George II

Feb. 2, 2016 - Wilhelm George III

Feb. 2, 2016 - Wilhelm George IV

Feb. 2, 2016-Bovoni Head Start

Feb. 15, 2016 - Make-up day for missed or incomplete Pre-Kindergarten Registration

**(ONLY)**

***Pre-Schools, Day Care Centers, & Children who are not in Head Start or Day Care Centers***

|  |  |  |
| --- | --- | --- |
| ***Date*** | ***Time*** | ***Location*** |
| ***February 13th & 27th*** | ***11:00-5:00 pm*** | ***Curriculum Center*** |
| ***March 12th & 19th*** | ***11:00-5:00 p.m.*** | ***Curriculum Center*** |

***ST. JOHN***

***Location: Julius E. Sprauve School***

***Dates:***

***Tuesday, March 8, 2015***

***&***

***Tuesday, March 15, 2015***

***8:30 a.m. - 2:00 p.m.***

***Cruz Bay Head Start***

***DOCUMENTS REQUIRED FOR PUBLIC SCHOOL REGISTRATION***

1. Passport (Foreign or American), Resident Card or Naturalization Certificate;
2. Original Birth Certificate or Baptismal Certificate;
3. VI Immunization Card or Current Certified Exemption Letter from the Department of Health
4. Health Clearance Form: Form must be obtained from one of the Department of Health Clinics which are: East-End (Green-Slip), Roy Lester Schneider Hospital & Myrah Keating (Blue Slip).
5. Proof of Physical Address: A recent WAPA bill, license, or receipt showing name and current physical address of parent/guardian.

* Living with Family or Friend: A notarized Residency Affidavit and proof of address from the owner or tenant is required when the parent/guardian and student reside with a family member or friend. (Residency Affidavit are available upon request.)
* Residence without Rent Receipt or Lease Agreement: A notarized Landlord Affidavit and proof of address from the owner of the property (or person authorized to lease the property on behalf of the owner) is needed when the parent/guardian is renting a home but is unable to obtain a rent receipt to prove occupancy of a residence. (Landlord Affidavit are available upon request.)

1. Valid Photo ID: Identification (ex: license, passport, voters identification etc.) is required for person registering student;
2. Proof of Guardianship/Power of Attorney (If child is not living with one or both biological parents);
3. Individualized Education Plan (IEP): Required for students receiving Special Education Services or 504 Plan and evaluation data, if applicable.

**ALL CHILDREN ENTERING KINDERGARTEN MUST BE 5 YEARS OF AGE**

**ON OR BEFORE DECEMBER 31, 2016.**

**(ONLY)**

**Pre-Schools, Day Care Centers, and Children who are not in Head Start**

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| ***Date*** | ***Time*** | ***Location*** |
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**\*\*\*MUST BE PRESENT DURING REGISTRATION ACCOMPANIED**

**BY BIOLOGICAL PARENT/LEGAL GUARDIAN\*\*\***

For more information on registering a child for public school, contact

St. Thomas-St. John District Registrar Mrs. Kim Harrigan and Ms. Coleen Smith

at 775-2250, Ext. 8524.

This schedule will also be posted on the Department of Education’s website, [www.vide.vi](http://www.vide.vi).

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