



## Registration Documents Needed:

\_\_\_\_\_ Original Birth Certificate or Baptismal Certificate OR Court Appointed Adoption or Guardianship OR Power of Attorney Guardianship Affidavit

\_\_\_\_\_ V.I. Immunization Card or Current Certified Exemption Letter from the Department of Health

\_\_\_\_\_ Health Clearance Form: Form must be obtained from one of the Department of Health Clinics which are:

- East-End Clinic (**Green Slip**) OR
- Maternal and Child Health – MCH (**Blue Slip**)

\_\_\_\_\_ School Records

- Kindergarten thru 8<sup>th</sup> grade – Most Recent Report Card/Progress Report
- 9<sup>th</sup> Grade thru 12<sup>th</sup> Grade - Official Transcript

\_\_\_\_\_ Valid Photo ID: Identification (ex: license, passport, etc.) is required for parent/guardian registering student

\_\_\_\_\_ Proof of Physical Address: A Recent WAPA Bill, license government issued document or receipt showing name and current physical address of parent/guardian.

- A. If Living with Family or Friends: 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 is available upon request.*
- B. Resident without Rent Receipt or Lease Agreement: A notarized Landlord Affidavit and proof of address from the owner of the property (or the 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 is available upon request.*

\_\_\_\_\_ Proof of Guardianship/Power of Attorney (If child is not living with one or both biological parents);

\_\_\_\_\_ Individualized Education Plan (IEP) is required for students receiving Special Education Services

\_\_\_\_\_ 504 Plan is required for students receiving support and accommodation for a disability

## **STUDENTS MUST BE PRESENT DURING REGISTRATION & ACCOMPANIED BY BIOLOGICAL PARENT or LEGAL GUARDIAN**

### **NOTE:**

ALL CHILDREN ENTERING PRE-KINDERGARTEN, MUST BE 4 YEARS ON OR BEFORE DECEMBER 31ST, OF THE SAME YEAR REGISTERING TO ENTER PRE-KINDERGARTEN.

ALL CHILDREN ENTERING KINDERGARTEN, MUST BE 5 YEARS ON OR BEFORE DECEMBER 31ST, OF THE SAME YEAR REGISTERING TO ENTER KINDERGARTEN.

## **Child must be present at time of registration**

