



## 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 31<sup>st</sup> 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](http://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](http://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**