

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 Princess (*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

The documents required for registration are:

- 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 Report Cards* - entering *Grades 1st - 9th*
 - *Official Transcripts* - entering *Grades 10th-12th*
- **VI Immunization Card**
- **Health Clearance form** 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
AND
2. A recent WAPA bill

RENTERS - Two (2) documents required:

1. Lease signed by both parties
AND
2. A recent WAPA bill

If the lease is not available, a notarized Landlord's Affidavit must be completed and returned with a **rent receipt** from the landlord, **PLUS a recent WAPA bill**. (Landlord's Affidavit is available at the Division of Student services or on the website www.vide.vi under the Parent Tab).

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

1. **Notarized Residency Affidavit**. (Landlord's Affidavit is available at the Division of Student Services or on the website www.vide.vi under the Parent Tab).
AND
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
AND
3. Recent utility bill WAPA of the friend or family member

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