#### Office of Public Relations

1834 Kongens Gade, Charlotte Amalie \* St. Thomas \* U.S. Virgin Islands 00802-6746
Telephone: 340.774.0100 Ext. 8136 Fax: 340.774.1168
340.773.1095 Ext. 7064 Fax: 340.773.4624

June 19, 2020

## **FOR IMMEDIATE RELEASE**

Contact: Cynthia T. Graham
Director, Public Relations & Communications
(340) 773-1095, Ext. 7064

1ynthia.graham@vide.vi
www.vide.vi
www.facebook.com/usvi.vide

# STTJ DISTRICT ANNOUNCES IN-PERSON REGISTRATION SCHEDULE FOR SCHOOL YEAR 2020-2021

ST. THOMAS, USVI – The Office of the Insular Superintendent, St. Thomas-St. John District, will hold in-person registration June 23-July 10 for the 2020-2021 school year.

#### ELEMENTARY SCHOOL REGISTRATION - JUNE 23, 24, 25 AND 26, 2020

Tuesday, June 23 and Wednesday, June 24

• Parents who have submitted an online registration application will be contacted and given an in-person appointment

Thursday, June 25

- Open House Registration Parents who have not submitted an online registration application can register in-person at the Curriculum Center
- Last Names A-I .....8:30 a.m. 10:00 a.m.
- Last Names J-R .....10:00 a.m. -11:30 p.m.
- Last Names S-Z.....1:00 p.m. 2:30 p.m.

Friday, June 26

• St. John students' registration at Julius E. Sprauve School.....9:00 a.m. – 1:00 p.m.

#### SECONDARY SCHOOL REGISTRATION - JUNE 30, JULY 1 AND 2, 2020

Tuesday, June 30 and Wednesday, July 1

• Parents who have submitted an online registration application will be contacted and given an in-person appointment

#### Thursday, July 2

- Open House Registration Parents who have not submitted an online registration Application can register in-person at the Curriculum Center
- Last Names A-I .....8:30 a.m. 10:00 a.m.
- Last Names J-R ......10:00 a.m. –11:30 p.m.
- Last Names S-Z.....1:00 p.m. 2:30 p.m.

#### TRANSFER STUDENTS REGISTRATION - JULY 7, 8, 9 AND 10, 2020

Tuesday, July 7 and Wednesday, July 8

• Parents who have submitted an online registration application will be contacted and given an in-person appointment

#### Thursday, July 9

- Open House Registration Parents who have not submitted an Online Registration Application can register in-person at the Curriculum Center
- Last Names A-I ......8:30 a.m. 10:00 a.m.
- Last Names J-R .....10:00 a.m. -11:30 p.m.
- Last Names S-Z.....1:00 p.m. 2:30 p.m.

# Friday, July 10

• St. John students' registration at Julius E. Sprauve School....9:00 a.m. – 1:00 p.m.

# REQUIRED DOCUMENTS FOR REGISTRATION

- 1. Original Birth Certificate
- 2. Court Appointed Adoption or Guardianship (if applicable)
- **3.** Power of Attorney/Guardianship Affidavit (if child is not living with one or both biological parents)
- 4. School Records
  - a. Kindergarten thru 8<sup>th</sup> grade Most Recent Report Card

- **b.** 9<sup>th</sup> Grade thru 12<sup>th</sup> Grade Official Transcript
- c. Attendance and Disciplinary Records and 504/IEP Plan (if applicable)
- **5.** Virgin Islands Immunization Card
- **6.** Health Clearance Form from East End Clinic, MCH, or Myrah Keating Smith Clinic (St. John)
- 7. Valid Photo ID of Parent/Guardian registering student
- **8.** Proof of Residency in the US Virgin Islands
  - **a.** Homeowners Signed closing statement or Deed or Property Tax Receipt AND Current WAPA Bill
  - **b.** Renters Lease Agreement signed by the landlord and tenant and Current WAPA Bill

(WAPA Bill is required when lease includes utilities)

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

For more information, email sttregistration@vide.vi.

###