

DOCUMENTS REQUIRED FOR PUBLIC SCHOOL REGISTRATION

1. Passport (Foreign or American), Resident Card or Naturalization Certificate;
2. Original Birth Certificate or Baptismal Certificate;
3. Report Card/Progress Report or Transcript from previous school; (For 9th – 12th grade students only); **NOT APPLICABLE FOR KINDERGARTENS**
4. VI Immunization Card or Current Certified Exemption Letter from the Department of Health
5. Health Clearance Form: Form must be obtained from one of the Department of Health Clinics which are: **East-End Clinic (Green-Slip), Roy Lester Schneider Hospital & The DeCastro Building (Blue Slip).**
6. 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 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 are available upon request.)
7. Valid Photo ID: Identification (ex: license, passport, voters identification etc.) is required for person registering student;
8. Proof of Guardianship/Power of Attorney (If child is not living with one or both biological parents);
9. 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 ON OR BEFORE DECEMBER 31, OF THE SAME YEAR REGISTERING TO ENTER KINDERGARTEN.

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

For more information, please contact Ms. Carmen Parsons or Ms. Coleen Smith in the St. Thomas-St. John District Registration Office at (340) 775-2250, Ext. 8524.