



**GOVERNMENT OF THE UNITED STATES VIRGIN ISLANDS**

**DEPARTMENT OF EDUCATION**

*St. Croix District*

OFFICE OF THE PUPIL PERSONNEL SERVICES

2133 Hospital Street

Christiansted, VI 00820-4665

Tel: (340) 718-9671/Fax: (340) 718-4494

## **Registration Requirements**

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All new entrants to the St. Croix Public School district must register at the Office of Pupil Personnel Services located at Theodora Dunbavin Complex at 36B La Grande Princesse, Christiansted, St. Croix. For additional information, parents/guardians can call (340) 718-9624. Office hours are Monday - Friday 8:30 a.m. to 4:00 p.m. (*Closed on local and federal holidays.*)

**DOCUMENT REQUIREMENTS:** ***(Note: A student cannot be registered if any documentation is missing.)***

**The following is required for all registrations:**

- Proof of residency in St. Croix, US Virgin Islands (see information below);
- Official verification of the date of birth (**Original** birth certificate or baptismal certificate);
- Proof of Court Appointed Guardianship (if child is not living with one or both natural parents);
- School Records (official transcript, including report card)
- Social Security Card
- VI Immunization Card
- Health Clearance form from the Charles Harwood Health Clinic (blue slip)

**To Verify Residency at the Time of Registration for:**

- **HOMEOWNERS** - *Two (2) documents required:*

1. Signed closing statement **or** a deed

**AND**

2. A recent WAPA bill **or** Division of Motor Vehicle Registration (DMV) form **or** Driver's License

**RENTERS** - *Two (2) documents required:*

1. Lease signed by both parties

**and**

2. A recent WAPA **or** Division of Motor Vehicle Registration (DMV) form **or** Driver's License

*If the lease is not available, a notarized **Landlord's Affidavit for Renters** (call the Office of Pupil Personnel at (340) 718-9624 for more information about this) must be completed and returned with a rent receipt from the landlord, plus a recent WAPA bill*

**When Parent(s) and Student(s) Live with a Friend or Family Member:**

Three (3) documents required:

1. Notarized Residency Affidavit (*call the Office of Pupil Personnel Services at (340) 718-9624 for more information about this*)

**and**

2. Lease signed by both parties or signed closing statement or deed verifying the residency of the friend or family member

**and**

3. Recent utility bill WAPA **or** Division of Motor Vehicle Registration (DMV) form **or** Driver's License of the friend or family member

**Proof of Immunization to be presented during Registration**

*Note: A certificate of medical or religious exemption may be accepted.*