



THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION

Office of Public Relations

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ST. CROIX DISTRICT DIVISION OF STUDENT SERVICES REMINDS PUBLIC OF SCHOOL REGISTRATION REQUIREMENTS

The St. Croix District Division of Student Services reminds the public of important school registration information for the upcoming 2023-2024 school year. Registration is required for all students who are new or returning to the USVI public school system. The Virgin Islands Department of Education allows for enrollment all year long for students transferring from a non-public school.

PRE-K/ KINDERGARTEN

- Kindergarten students must be 5 years old on or before December 31st of the year entering school.
- Granny Pre-K students must be 4 years old by December 31st of the year entering school.

REQUIRED FORMS (Must Be Original Documents)

- **Official Certification of Birth**
- **Court Appointed Adoption or Guardianship Affidavit or Power of Attorney** (if applicable)
- **Social Security Card**
- **School Records**
 - Kindergarten through 8th Grade - most recent report card/progress report
 - 9th thru 12th Grade - Official Transcript
 - Attendance and Disciplinary Records and 504/IEP Plan (if applicable)
- **Virgin Islands Immunization Card and Updated Health Clearance Form**
 - From the Charles Harwood Health Clinic
- **Government Issued Photo ID** of the parent or guardian who is registering the student.
- **Proof of Residency in the US Virgin Islands**
 - **Homeowners (any one of the following):**
 - Signed Closing Statement **OR**
 - Deed or Property Tax Receipt **OR**
 - Government Issued Document
 - **AND** Current WAPA Bill

○ **Renters:**

- Lease Agreement signed by the Landlord and Tenant **AND**
- Current WAPA Bill (WAPA bill is still required when the lease includes utilities)
- 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)

The St. Croix District Division of Student Services is open to the public Monday through Friday from 8:00 a.m. to 12 noon. For additional support please email student.services@stx.k12.vi or contact the Virgin Islands Department of Education St. Croix District at 340-773-1095.

The following registration link can be used to begin the enrollment process. Once the pre-registration process is completed, the Division of Student Services will make contact with the parent or guardian of the registrant.

REGISTRATION LINK

<https://stx.powerschool.com/public/formbuilder/form.html?formid=121809>

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