



Office of the Insular Superintendent
St. Thomas-St. John District
1834 Kongens Gade
Charlotte Amalie * St. Thomas * U.S. Virgin Islands 00802-6746

Tel: 340-775-2250

Fax: 340-775-7381

PUBLIC SCHOOL REGISTRATION FOR 2016-2017 SCHOOL YEAR

Early Registration Dates

St. Thomas

8:00 a.m. - 2:00 p.m.

Grades 1st – 12th

Location:

Curriculum Center

DATE

First Letter of Last Name

May 2, 2016	A,B
May 3, 2016	C,D
May 4, 2016	E,F
May 9, 2016	G,H
May 10, 2016	I,J
May 11, 2016	K,L
May 16, 2016	M,N,O
May 17, 2016	P,Q
May 18, 2016	R,S
May 23, 2016	T,U,V
May 24, 2016	W-Z

ST. JOHN

Location: Julius E. Sprauve School

Date: May 25, 2016

8:30 a.m. - 2:00 p.m.

Last Names A-Z

Grades: 1st-12th

*****Last Report Cards must be submitted to pick up Admission Slips for Early Registration*****

**CHILDREN MUST BE PRESENT DURING REGISTRATION AND ACCOMPANIED
BY A BIOLOGICAL PARENT/LEGAL GUARDIAN.**



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PUBLIC SCHOOL REGISTRATION

FOR 2016-2017 SCHOOL YEAR

Late Registration Dates

St. Thomas

8:00 a.m. - 2:00 p.m.

Grades 1st - 12th

Location:

Curriculum Center

Date

First Letter of Last Name

June 6, 2016	A,B,C
June 7, 2016	D,E,F
June 8, 2016	G,H,I
June 13, 2016	J,K,L
June 14, 2016	M,N,O
June 15, 2016	P,Q,R
June 20, 2016	S,T
June 21, 2016	U,V,W
June 22, 2016	X,Y,Z

ST. JOHN

Location: Julius E. Sprauve School

Date: June 23, 2016

8:30 a.m. - 2:00 p.m.

Last Names A-Z

Grades: 1st - 12th

**ALL CHILDREN ENTERING KINDERGARTEN MUST BE 5 YEARS OF AGE
ON OR BEFORE DECEMBER 31, 2016.**

**CHILDREN MUST BE PRESENT DURING REGISTRATION AND ACCOMPANIED
BY A BIOLOGICAL PARENT/LEGAL GUARDIAN.**

DOCUMENTS REQUIRED FOR PUBLIC SCHOOL REGISTRATIONS

1. Passport (Foreign or American), Resident Card or Naturalization Certificate;
2. Original Birth Certificate or Baptismal Certificate;
3. VI Immunization Card or Current Certified Exemption Letter from the Department of Health
4. Health Clearance Form: Form must be obtained from one of the Department of Health Clinics which are: **East-End (Green-Slip), Roy Lester Schneider Hospital & Myrah Keating (Blue Slip).**
5. 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 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.)
6. Valid Photo ID: Identification (ex: license, passport, voters identification etc.) is required for person registering student;
7. Proof of Guardianship/Power of Attorney (If child is not living with one or both biological parents);
8. Individualized Education Plan (IEP): Required for students receiving Special Education Services or 504 Plan and evaluation data, if applicable.

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**For more information on registering a child for public school, contact
St. Thomas-St. John District Registrar, Mrs. Harrigan & Ms. Smith
at 775-2250, Ext. 8524.**