



THE TRANSFER STUDENT CHECKLIST

Transfer Students Registration Documents Needed:

_____ V.I. Immunization Card or Current Certified Exemption Letter from the Department of Health

_____ Health Clearance Form: Form must be obtained from one of the Department of Health Clinics which are:

- East-End Clinic (**Green Slip**) OR
- Maternal and Child Health – MCH (**Blue Slip**)

_____ School Records

- Kindergarten thru 8th grade – Most Recent Report Card
- 9th Grade thru 12th Grade - Official Transcript

_____ Valid Photo ID: Identification (ex: license, passport, etc.) is required for parent/guardian registering student

_____ Proof of Physical Address: A Recent WAPA Bill, license government issued document or receipt showing name and current physical address of parent/guardian.

- A. If Living with Family or Friends: 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 is available upon request.*
- B. Resident 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 is available upon request.*

_____ Proof of Guardianship/Power of Attorney (If child is not living with one or both biological parents);

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