REQUIREMENTS FOR TRANSFER WITHIN PUBLIC SCHOOLS

These requirements are for students currently attending public school in St. Croix.
For new students K5 – grade 12 please see the REQUIREMENTS FOR PUBLIC SCHOOL REGISGRATION listing

TRANSFERS ARE DONE ON MONDAY – THURSDAY 8:30 – 3:00 P.M.
LEGAL ACTION WILL BE TAKEN IF DOCUMENTS ARE FALSIFIED

The documents required for transfer are:

●**Completed and signed Withdrawal/Transfer form** (obtained from the attending school).

● **Proof of Court Appointed Guardianship/Adoption Documents** (if child is not living with one or both natural parents)

●**School Records:**
- Final or last issued Report Card of student entering 1st through 9th grades.
- Official Transcript of students entering 10th through 12th grades.

● **Government issued photo ID** of Parent or Legal Guardian.

●**Proof of Residency in St. Croix, US Virgin Islands**:

Homeowners **–** Two (2) required:
   1. Signed Closing Statement **OR** deed of Property **OR** Property Tax Bill
   2. Recent WAPA Bill.
Renters **–** Two (2) documents required:
1. Lease signed by both parties
   A recent WAPA Bill (*WAPA bill is still required when the lease includes utilities*)
   If the lease is not available:
1. A notarized Landlord's Affidavit for Renters must be completed and returned with a recent rent receipt from the Landlord. *This Affidavit is available at the Division of Student Services or on the department's website at www.vide.vi under the "Divisions" tab, then choose "Student Services".*
2. A recent WAPA bill

When parent/guardian and student live with a friend or family member:
1. A notarized Residence Affidavit must be completed. *This Affidavit is available at the Division of Student Services or on the department's website at www.vide.vi under the "Divisions" tab, then choose "Student Services".*
2. Lease, signed by both parties OR signed closing statement OR Deed OR Property Tax Bill, verifying the residency of the friend or family member.
3. A recent WAPA Bill of the friend or family member. *Updated 6/28/2017*