

- iii. The name and location of the new school placement for which the student is eligible, and the date the transfer becomes effective as determined by the ORC.
- iv. The right to appeal the results of the investigation to the DODES or designated SSIO that supports the school within 5 days of the notification letter.
- e) The student will be transferred pending a ruling on the appeal unless the DODES or designee, in consultation with the school leader and the SRO, determines that it is not appropriate. The ruling on appeal should be issued within 10 school days.
- f) In order to determine an appropriate transfer school, the parent will be required to submit verifiable proof of address. If the student's actual geographic catchment school has been verified through the address investigation process, the school leader of the current or offered school will direct the family to that school by listing it in the written notice to the parent (see (d) (iii) above).

*Where an application and an investigation of residency is in process, a student will not be turned away and will be allowed to attend school while an investigation is pending an outcome/disposition

Additional Documents & Information required for Registration

- ❖ Copy of Child's Birth Certificate
- ❖ Copy of Child's Immunization records
- ❖ Copy of Parents/Guardian photo ID (Passport/Licence/Voter ID)
- ❖ Proof of completed School Medical (First time enrollment or admission outside of education service)
- ❖ Previous school report or transcript (Primary/Secondary: years 1-11)
- ❖ Non – Caymanian students: Proof of the student's legal resident status/Form RS101 or Immigration Letter and child's passport
(Request additional information regarding school fees, contracted officers, dependents and permanent residence requirements)

School Fees:	Years 1-6	\$250 per term x3
	Years 7-9	\$300 per term x3
	Years 10-12	\$400 per term x3

Transfers

All applications for transfers will require families to meet with their child's school leader (SL). SL of sending and receiving school to consult regarding these requests and provide all supporting documentation when a transfer is warranted and space is available in the requested year group.

- ❖ Proof of residence must be demonstrated by **any two of the following documents** (See requirements under Proof of home

ownership or lease agreement and proof of Residency. Each of which must state the parent's legal guardian's home address, and must be dated in the past **sixty (30-60)** days

- ❖ All other requests for transfers as well as all Placement Exception Requests will be reviewed by the Office of Registration and Communication Services following consultation with the assigned SL, SSIO and/or DODES. These reviews are held at the end of the annual registration period and under emergency circumstances, when it is in the best interest of the child i.e. Medical, SEN, and/or Safety.

Home School Registration

For information regarding Home School registration requirements, please contact the Office of Registration & Communication at the Department of Education Services or visit our website.

Frequently Asked Questions

1. Who should register a child for school?

The Parent(s) or Legal Guardian(s) MUST appear in person at the Department of Education to register their child.

2. What if child is not living with their biological parents?

3. What if the parents are separated or divorced?

To register and enroll a child in a Cayman Islands Government School, you the Parent or Legal Guardian must show that the child is living with you at your residence and that you are the primary parent/guardian and you have total and permanent care, custody and control.

To do this you must provide the Department of Education Services

- ❖ **Proof of Address**
- ❖ **Proof of Age**
- ❖ **Any other related documents, i.e. Court Documents**



For more questions regarding Registration, Transfer & Home School Requirements, contact the Office of Registration & Communication at the Department of Education at the below number/s:

- ❖ **945 1199 (Main)**
- ❖ **244 1850 (Mrs. N. Samuels)**
- ❖ **244 1816 (Mr. E. Levy)**
- ❖ **244 1841 (Mr. J. Watler)**

Website: www.des.edu.ky

This pamphlet is a summary of the new requirements for Registration, Transfers and Home School and is intended for informational purposes only. For further information on the applicable regulations/policies, please contact the Department of Education Services.



**DEPARTMENT OF
EDUCATION SERVICES**
CAYMAN ISLANDS GOVERNMENT



GUIDELINES FOR SCHOOL REGISTRATION, TRANSFERS & HOME SCHOOL



(Revised March 2018)

It is a requirement of the new Education Law 2016 for a parent or legal guardian of any child of compulsory school age to be registered and enrolled in full time education suitable to the child's requirements either by attendance at school from the first day of the school calendar or otherwise as provided in Section 15. The following guidelines sets out the new requirement for registration and transfer of students in schools.

Determination of Residence/Catchment

A Student's residence/catchment is determined as follows:

1. Residence is determined by a person's physical presence as a resident within a designated geographic boundary of a school catchment with the intent to remain.
2. The residence of a student for school purposes depends upon a factual determination of the care, custody and control of the student.

Residency Verification

- ❖ Proof of address must be provided when enrolling a student in a Cayman Islands school.

Two (2) Proofs of Residence — Parent, legal guardian or relative caregiver of school enterers are required to provide **TWO** proofs of residency. The proofs of address must contain the name and address of the parent, legal guardian or relative caregiver. Addresses on each proof of residence **MUST** be the same.

ONE ITEM FROM EACH GROUP MUST BE PROVIDED:

Group A. Proof of Home Ownership or Lease Agreement (One of the below items must be provided)

- Copy of a recent month's mortgage statement
- Copy of home settlement statement (*Used if home was recently purchased and a mortgage statement has not yet been received*)
- Copy of the land certificate or Deed to the property (*Used if the property is paid off*)
- Rental Agreement (**Notarized** Showing legal parent, legal guardian, or relative caregiver as an occupant, signed by landlord and witnessed, to include rental period, contact #

Group B. Proof of residency (One of the below items must be provided)

- An original utility bill within the past 30- 60 days (*Utility bills are gas, electric, cable, water, internet or landline bills. May NOT be a copy*)
- Car registration /Log book, Copy valid Driver's License
- Automobile insurance policy
- Current voter registration card
- Rental insurance policy indicating home address
- Homeowner's insurance policy indicating home address
- Two monthly rent receipt signed by tenant & landlord
- TBL – Sole trader showing home address location
- Pay check or pay stub (*Must be a recent pay check or pay stub showing physical address*)
- Notarized letter from employer stating that the registrant is their employee and what address they have on file
- Two consecutive bank statements prior to date of registration (*New accounts will not be accepted*)
- Official letter from a government agency such as DCFS, NAU, NWD, DOEH, NHDT, Planning Dept, etc.

Evidence of custody of the child, including but not limited to custody orders or guardianship papers; documents must have been issued within the past 60 days and include name of student and address of residence.



None of the documents listed above will serve alone. Two proofs of residence are required, except in cases where a Third-Party Affidavit of Residence) is one of the documents, and in that case, three (3) proofs of residence are required. A telephone bill, credit card bill or medical insurance card is not acceptable proof of residency.

Living in a home or a Leased Residence of another Person:

The residence must be the primary residence of the homeowner/leaseholder

The homeowner/leaseholder must accompany the parent/legal guardian/relative or caregiver at the time of registration and present a CI Driver's License or other ID, for identifying purposes and the information requested as proof of residence, as stated above.

Option 1: The homeowner/ leaseholder may add the registering parent/guardian/relative caregiver's and child/children's names onto their lease agreement.

Within 30 days – the parent/legal guardian/relative caregiver of the student(s), who are residing with the leaseholder, **must** present **two** items from Group B.

Option 2: If the names of the registering parent/legal guardian/relative caregiver and child/children are **not** on the leaseholder's lease agreement, a **Parent/Landlord Verification Form** from the apartment complex/landlord must be completed and notarized attesting to the fact that the registering parent/legal guardian/relative caregiver and student(s) are in residence

Within 30 days – the parent/legal guardian/relative caregiver of the student(s), who are residing with the leaseholder, **must** present **two** items from Group B.

If a parent has more than one residence in the Cayman Islands, then the residence to be used for the purpose of school registration is the residence where the child lives.

Provisional Registration/Admission

If there is a question as to the adequacy of the proof of the home address, or if the parent is unable to provide the appropriate documents, the Department of Education Services Office of Registration and Communication Services will admit the student on a provisional basis. The parent will be given a Provisional Registration/ Admission Notice valid for (10) ten days, indicating that the student is being registered /Admitted on a provisional basis pending the receipt of additional documentation or the outcome of an address investigation under the following:

- ❖ Falsification of an address by providing documents that is misleading or fraudulent;
- a) If it is determined that the student resides at a physical address that renders the student ineligible to attend his/her current school, the DES staff must provide the SMT point person with the results.
- b) The SMT point person or persons will review the results, and if he or she deems appropriate, will recommend a transfer to the DODES.
- c) The DODES/ designee must review the documentation and determine whether it is sufficient to warrant a transfer and advise the SRO & SL
- d) If the student is to be transferred, the school leader must provide the parent /legal guardian with written notice stating the following:
 - i. The findings of the investigation; and
 - ii. the student is not entitled to attend the current school and will be transferred to the appropriate school;