

The SRO will review the results, and if he or she deems appropriate, will recommend a transfer to the Senior School Improvement Officer (SSIO), or his/her designee. In addition, the SRO will determine the actual address at which the student resides.

The SSIO or his/her designee must review the documentation of the investigation and determine whether it is sufficient to warrant a transfer. The SSIO, or his/her designee, must then inform the Director of the Department of Education Services (DoDES) and/or the School Leader (SL) of the receiving and sending school of the approval to transfer the student.

If the student is to be transferred, the principal must provide the parent with written notice stating the following:

- ❖ The findings of the investigation;
- ❖ The student is not entitled to attend the registered/ and or current school and he/she will be transferred to the appropriate school for his residence;
- ❖ 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 DoDES

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 and dependents 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/designee to review transfer 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 Residency

verification), each of which must state the parent/legal guardian's home address, and must be dated in the past **sixty (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 with:

- ❖ 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



DES Registration Guidelines for ALL Students

(Revised March 2017)

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.
- ❖ Proof of address must be demonstrated by any two (2) of the following documents, each of which must state the parent/legal guardian’s home address, and must be dated in the past sixty (60) days.
- ❖ A lease agreement or deed;
- ❖ A residential utility bill (electric, water or gas) in the resident’s name issued by a utility company (e.g. Caribbean Utilities Company (CUC), Water Authority – Cayman (WAC), or Home Gas (HG))



- ❖ A bill for cable television or internet services from FLOW, C3, or LOGIC provided to the residence; must include the name of the parent and address of the residence.
- ❖ Documentation or letter on letterhead from a CI Government agency, including the Needs Assessment Unit (NAU) National Workforce Development Agency (NWDA), National Housing Authority (NHA) Department of Children and Family Services (DCFS) Department of Planning (DOP), Department of Lands and Survey (DLS) indicating

the resident’s name and address; must be dated within the past 60 days;

- ❖ A current home insurance premium bill for the residence dated within the past 60 days;
- ❖ A receipt from a Property Management Company which includes the address of residence; must be dated within the past 30-60 days;



- ❖ A Government issued identification (including a CI Driver’s License, CI Provisional License (CPL/Learners) CI Voters registration Card); which has not expired and includes the address of residence;
- ❖ 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.
- ❖ For students in DCFS housing (Foster Care, Francis Bodden Girls/Boys Home, CAYS Foundation (Bonaventure Home, Eagle House), requirement of address documentation is subject to written confirmation on the institution letterhead signed by the supervisor or programme director.

None of the documents listed above will serve alone. Two proofs of residence are required, except in cases where a Third-Party Affidavit (see Parent Affidavit of Residence) is one of the documents, and in that case, **three (3)** proofs of residence are required (as explained in paragraph 2 below). A telephone bill, credit card bill or medical insurance card is not acceptable proof of residency.



If a parent is renting an apartment or home, or if more than one family shares a living space and there is only one leaseholder or homeowner, residency can be demonstrated by “Affidavit of Residency” signed by both the primary leaseholder as well as the parent affirming that the family is residing in this home, and two other documents verifying the family’s home address from the list above.

It is preferable that the signatures on the Address Affidavit be notarized, but in the absence of notarized signatures, the Affidavit can be signed by a Justice of the Peace (JP) together with additional documentation that verifies the primary leaseholder and the parent’s residence in the

apartment or home. If the parent is unable to obtain this type of Address Affidavit, the parent may submit a written statement by a third party (Notarized or sign by a JP) attesting to the fact that the parent resides at a particular address along with **two (2)** other documents from the list above.



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;
- ❖ Where an Application and Investigation of Residency is in process, the student may not be turned away and is entitled to attend school while the investigation is pending an outcome/disposition;
- ❖ If there is a question about a student’s address or there is suspicion that a false address was used to register the student, DES will initiate an address verification investigation within **twenty (20)** school days of discovery of the problem.
- ❖ If it is determined that the student resides at an address that makes the student ineligible to attend his/her current school, the school leader/designee must provide the DES Registration/Communication office point person (Senior Registration Officer (SRO) with the results of the investigation.