



How to register your child in the Cayman Islands Government School system.

So you want to register your child/children in a Cayman Island Government School? No problem! You can do this.

Below is a checklist to help the registration process go as smoothly as possible:

To find out the school(s) assigned to your home address, you can either use our **School Catchment Locator** @ (www.des.edu.ky under **construction**) feature or call the DES **Registration Section officers** on Grand Cayman (345) 244-1816, 244-1850, Cell (345) 926-8480 or Email errol.levy@gov.ky, angela.mclaughlin@gov.ky, james.watler@gov.ky. On Cayman Brac/Little Cayman (345) 948 – 0356 or Email alexander.clyne@gov.ky.

You **must** provide your *specific* street address (See *Residency Verification/Please Read) and the DES **officer** will determine the correct school your child is supposed to attend.
(DES Registration/Admission Policy amended 01/09/08, 22/01/10)

Note: The residency information provided on the registration form is true and accurate as of this date. I understand that falsification of an address or the use of any other fraudulent means to achieve an enrollment or assignment shall be cause for revocation of the student’s enrollment and assignment to the school serving the home number and street address catchment area (Education Law 2010 revision, section 22 (2), Department of Education Services Primary Schools Catchment Policy/09/08, Secondary schools Catchment Policy 22.01.2010)

When you arrive at the Department of Education Services to register, please use the following checklist:

CHECKLIST FOR ENROLLMENT OF STUDENTS YEARS 1-11

PROOF OF RESIDENCE (Domicile)

One current piece of evidence from the following sources in the name of the parent/guardian registering the child:

- _____ Current water or electric bill in the name of the parent registering the child.
- _____ CI standard Lease agreement with name, address (House #, Block, Parcel #), of the property, witness and signed by parent and the **landlord/owner**
- _____ Completion of a “**Notarized Parent Residency Affidavit**” form when the above documents are not available.

PROOF OF RESIDENCE –Non Caymanians (Legal)

Non – Caymanian Students must provide proof of immigration clearance to reside and attend government school in the Cayman Islands. A completed and stamped (Form RS101 immigration form) must be attached for each child. (Admission of Non-Caymanian students is a policy decision at the discretion of the CEO/METE and availability of space in a government school) **(SEE OVERLEAF)**

SCHOOL FEES- Non Caymanian Students

Non – Caymanian Students must pay school fees at the following rates (Education Law 2010 Revised)

_____ (Years 1-6 = \$250.00 per Term x 3) _____ (Years 7-9 = \$300.00 per Term x3) _____ (Years 10-12 = \$400.00 per Term x 3)

EVIDENCE OF PROOF OF AGE

_____ Official birth certificate

If such certificate is not available, the following forms of evidence are acceptable:

_____ A passport or certificate of arrival in the Cayman Islands showing the age of the child and his or her residential status

_____ A duly attested transcript of a certificate of a religious document showing date of birth accompanied by an affidavit sworn to by the parent.



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_____ An affidavit sworn to by the parent, accompanied by a certificate from the chief medical officer that he/she believes the child to be of required school age

EVIDENCE OF MEDICAL EXAMINATION

_____ Students, grades 1-11 and entering CI government school for the first time, must present evidence of a medical examination performed within twelve months prior to their initial enrollment.

_____ Parents must provide a written notification of any health/medical (including medication) problem that requires staff awareness and/or supervision for their child.

EVIDENCE OF IMMUNIZATION

_____ Certificate of Immunization

_____ Permanent medical exemption, if immunization is contraindicated for one or all)

_____ Religious exemption, _____ A) a temporary exemption _____ B) Medical exemption

EVIDENCE OF CUSTODY/GUARDIANSHIP

If the student is residing with someone other than the parent or legal guardian, the following provisions shall apply:

_____ If parent/guardian lives within the CI the individual registering the child must provide proof or documentation of custody/guardianship by an appropriate agency such as the Department of Children and Family Services or the Court. In cases of hardship, to be determined by the school, a signed, notarized letter appointing custody will be sufficient.

_____ If the parent/guardian lives outside the CI.), a notarized statement from the parent/guardian, identifying the person assuming custody/guardianship responsibility for the child must be presented.

_____ If a parent/guardian lives within the CI and the student lives in a residence licensed by the Department of Children and Families Services, the student may be enrolled in the school that serves that licensed residence.

EMERGENCY INFORMATION

_____ Registration emergency information

(NOTE: Only parents/guardians signing registration form can change registration/emergency information).

SCHOOL RECORDS

_____ Latest report card and/or transcript (secondary schools) needed for appropriate grade placement.

For further information please contact a DES registration officer at the numbers listed above.

FORMS

INFORMATION CHECKLIST (pdf)

REGISTRATION FORM(pdf)

TRANSFER FORM (pdf)

RS 101 IMMIGRATION FORM (pdf)

SIMS UPDATE INFORMATION FORM (pdf)