

2020-2021 9th Grade Student Registration Guide

Please complete the following steps to register your student for the 2020-2021 school year. Registration documents must be completed before you arrive for your registration appointment.

PARENTS PLEASE NOTE: Each student **AND** each parent/guardian must have his/her own separate and personal GatorNet account. To establish the individual GatorNet account, each student **AND** each parent/guardian must have a unique email address registered in our system.

At least one parent created a GatorNet account when the online portion of the Xavier application was submitted. If the second parent did NOT already create a GatorNet account during the application process, the second parent must now do so in order to sign the Enrollment Authorization Agreement. Follow the instructions on the following page to establish the second parent GatorNet account.

SEPARATE PARENT DIGITAL SIGNATURES ARE REQUIRED FROM BOTH PARENTS on the Enrollment Authorization Agreement *whether the two parents are married to one another or not*. One signature will suffice **ONLY if ONLY ONE** parent has sole decision-making authority. (This is not always the same as physical custody.) If parents share decision-making authority – *even if they are divorced and daughter resides primarily with one parent and even if only one parent will be paying tuition* --- **BOTH** must digitally sign the Enrollment Authorization Agreement from separate GatorNet accounts giving permission for the student to enroll at Xavier.

REGISTERING STUDENTS: All incoming students will need their own GatorNet account, as there are two documents that must be signed digitally by the incoming student. (Incoming students are “users” in the system already but they do not yet have “active” GatorNet accounts.) Students cannot sign these **TWO** registration documents using a parent GatorNet account. An email address for incoming students was provided on the online application and is now in the student’s online profile. The GatorNet account for the student will be linked to this email address. It must be an email address that is **DIFFERENT** from any parent email address in our system. The student must be able to access this email address to retrieve her username and to establish a password. A username has been established for every incoming student. She cannot make up her own. If you are unsure what email address was submitted for the student, log in to your parent GatorNet account and look at the student’s email address that shows under the student’s name.

The registering incoming student will need to follow the instructions on the following page to establish her GatorNet account. Then she will be able to log in and digitally sign the documents for her.

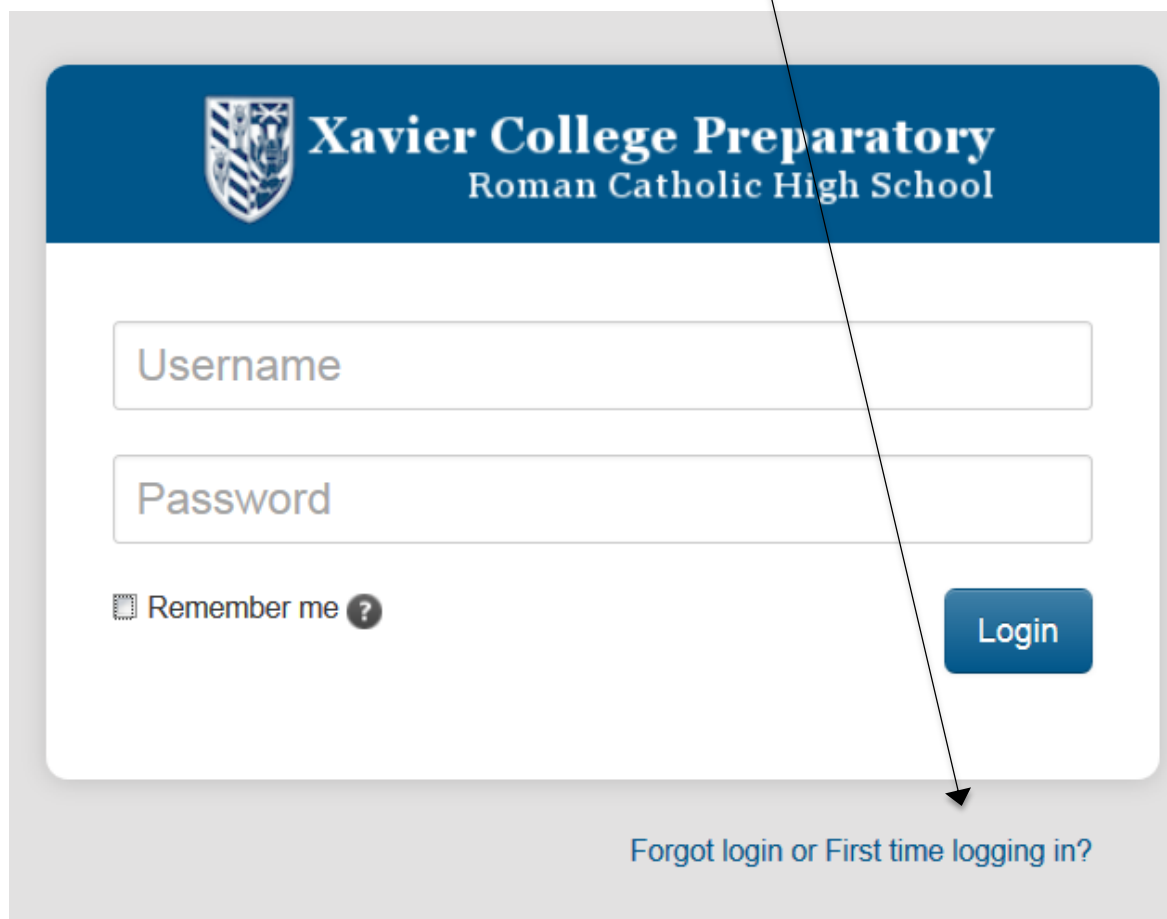
ESTABLISHING A GATORNET ACCOUNT FOR A PARENT WHO DOESN'T ALREADY HAVE ONE AND FOR THE INCOMING STUDENT:


In order to retrieve your Username for GatorNet, [CLICK HERE](#).
(<https://xcp.myschoolapp.com/app#login>) --- or go to the XCP webpage, www.xcp.org, and click on "Quick Links" in the upper right of the page. Pull down to "GatorNet".

Please select the "Forgot login or First time logging in?" link and follow the instructions. When asked for your email address, please use the email address that was provided for you to Xavier on your daughter's application. Even if you are not the parent who completed the online application and established the first GatorNet account, your email may have been put into the system by the other parent. Please try to first retrieve your Username by using the email address you most frequently use to see if it already exists in the system.

Our online system will send an email to you with your Username and a secure link for you to reset your password.

If an email was not provided for you, you will need to contact our Registrar's Office via email at registrar@xcp.org or phone at (602) 240-3148 or (602) 240-3107 to update your email address so a username can be sent to you.



 **Xavier College Preparatory**
Roman Catholic High School

Username

Password

Remember me ?

Login

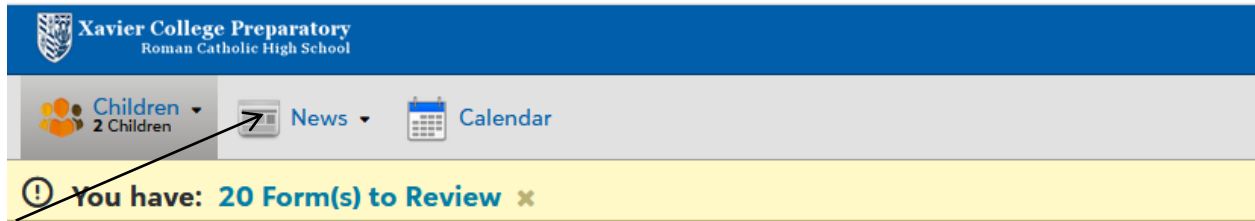
[Forgot login or First time logging in?](#)

Once GatorNet accounts are established, you may proceed with completing the online Registration forms.

COMPLETING THE REGISTRATION PROCESS:

LOG IN TO YOUR GATORNET ACCOUNT.

STEP 1 – Download/Review Additional Registration Documents



Click on News and select Featured Content

All Supplemental documents EXCEPT the AIA Physical forms are for reference only. AIA Physical Forms are required for all students. The physical exam must be completed on or after March 1, 2020 and returned to the Xavier Finance Office by July 15, 2020 in order to receive the student's 2020-2021 class schedule.

All supplemental documents EXCEPT the AIA Physical Forms are for reference only.

9th Grade Registration Instructions

Click [here](#) for AIA Physical Forms

Click [here](#) for Statement of Tuition and Fees

Click [here](#) for Finance Dates to Remember

Click [here](#) for the Letter from the Catholic School Superintendent

Click [here](#) for Youth Volunteer Form

Click [here](#) for 2020-2021 Course Descriptions

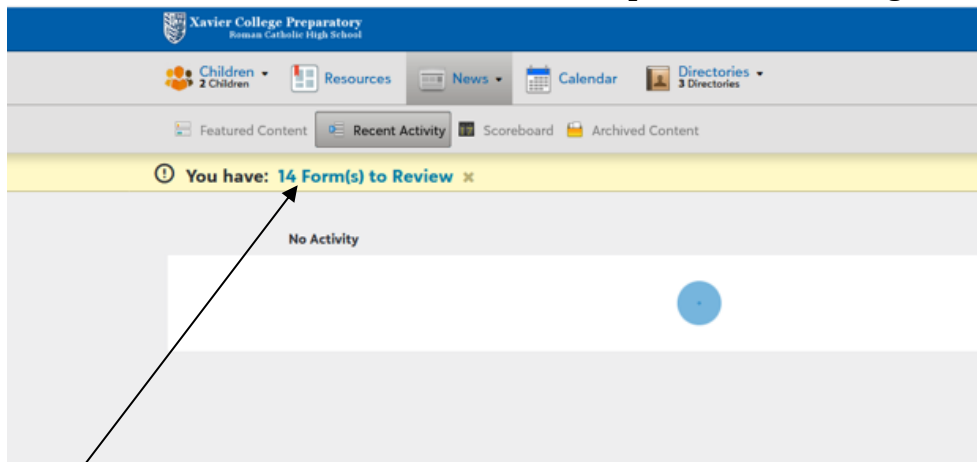
Click [here](#) for the Parent Student Handbook

Please be sure to carefully review the *Statement of Tuition and Fees* and the *Student/Parent Handbook*.

STEP 2 – COMPLETE THE ONLINE FORMS & AGREEMENTS (Due by your registration appointment.)

Once you have logged in to GatorNet, you will see notifications in the top banner for the forms that need to be completed for registration.

- **Click on Form(s) to Review** to access the required forms and agreements.



- **Click on ____ Forms to Review. Click on each “Review” box** to open each form and complete the form.

	2020 - CEA Pledge Form	Due: 3/6/2020	Review
Profile Updates	2020 - Profile Update - Parent	Due: 3/6/2020	Review
	2020 - Activities Permission	Due: 3/6/2020	Review
	2020 - Annual Signature Form	Due: 3/6/2020	Review
	2020 - Custodial Documents	Due: 3/6/2020	Review
	2020 - Enrollment Authorization Agreement	Due: 3/6/2020	Review
	2020 - Nutrition Parent Survey	Due: 3/6/2020	Review
	2020 - Off Campus Permission	Due: 3/6/2020	Review
	2020 - Photo/Interview & Liability/Publicity Relea	Due: 3/6/2020	Review
	2020 - Principal's Letter	Due: 3/6/2020	Review
	2020 - Tuition Contract	Due: 3/6/2020	Review
	2020 - Youth Volunteer	Due: 3/6/2020	Review
Emergency Contacts	2020 - Emergency Contact Information	Due: 3/6/2020	Review

Special note for parents with multiple children at Xavier

Forms will need to be completed for each student. All forms will be listed when you select Form(s) to Review.

The following online forms must be completed by the time of your Registration appointment:

- **Custodial Documents** – One parent/guardian is required to submit this form.
- **Enrollment Authorization Agreement** – **Each parent**/guardian is required to log in to his/her personal GatorNet account to accept and electronically sign the agreement. **Both parents are required to electronically sign unless custody documents have been submitted to Xavier specifying otherwise. Please note: the status of this form will not show as completed in either parent's account until both signatures are obtained.**
- **Tuition Contract** – One parent/guardian is required to submit this form.
- **Off Campus Permission** – One parent/guardian is required to submit this form.
- **Activities Permission** – One parent/guardian is required to submit this form.
- **Annual Signature Form** – One parent/guardian **and** the student are required to submit this form.
- **Photo/Interview & Liability/Publicity Release** – One parent/guardian is required to submit this form.
- **Youth Volunteer - 9th Grade** – One parent/guardian **and** the student are required to log in to his/her personal GatorNet account to accept and electronically sign the agreement.
- **Nutrition Survey** (USDA Child Nutrition Program) – One parent/guardian is required to submit this form.
- **Primary Home Language Other Than English (PHLOTE)** – One parent/guardian is required to submit this form.
- **Emergency Contact Form** – One parent/guardian is required to submit this form.
- **Baptism/Confirmation Information Form** – One parent/guardian is required to submit this form.

***STEP 3* – SUBMIT COMPLETED HARD COPY DOCUMENTS AT REGISTRATION:**

- Immunization Form – Please fill in the immunization information from your records.
- **NOTARIZED** Private School Affidavit of Intent
- Certified copy of Birth Certificate (2 copies will be made at Registration and your certified copy will be returned to you.)

***STEP 4* – SUBMIT CUSTODIAL DOCUMENTS (if applicable) AT REGISTRATION**

Custodial documents are **required** if not already on file with Xavier (for a returning parent) or if changes to previously submitted documents have occurred. If applicable, please turn in a paper copy of these documents directly with the other hard copy documents at Registration.

***STEP 5* – REGISTRATION FEE---PAYABLE AT REGISTRATION**

A non-refundable fee of \$325, payable **ONLY** in cash, check, or money order is due at Registration. Credit cards are not accepted.

If you have any questions regarding the registration process please contact admissions@xcp.org.