

## 2021-2022 Returning Student Registration Guide

Please complete the following steps to register your student for the 2021-2022 school year. Registration must be completed by **March 5, 2021**.

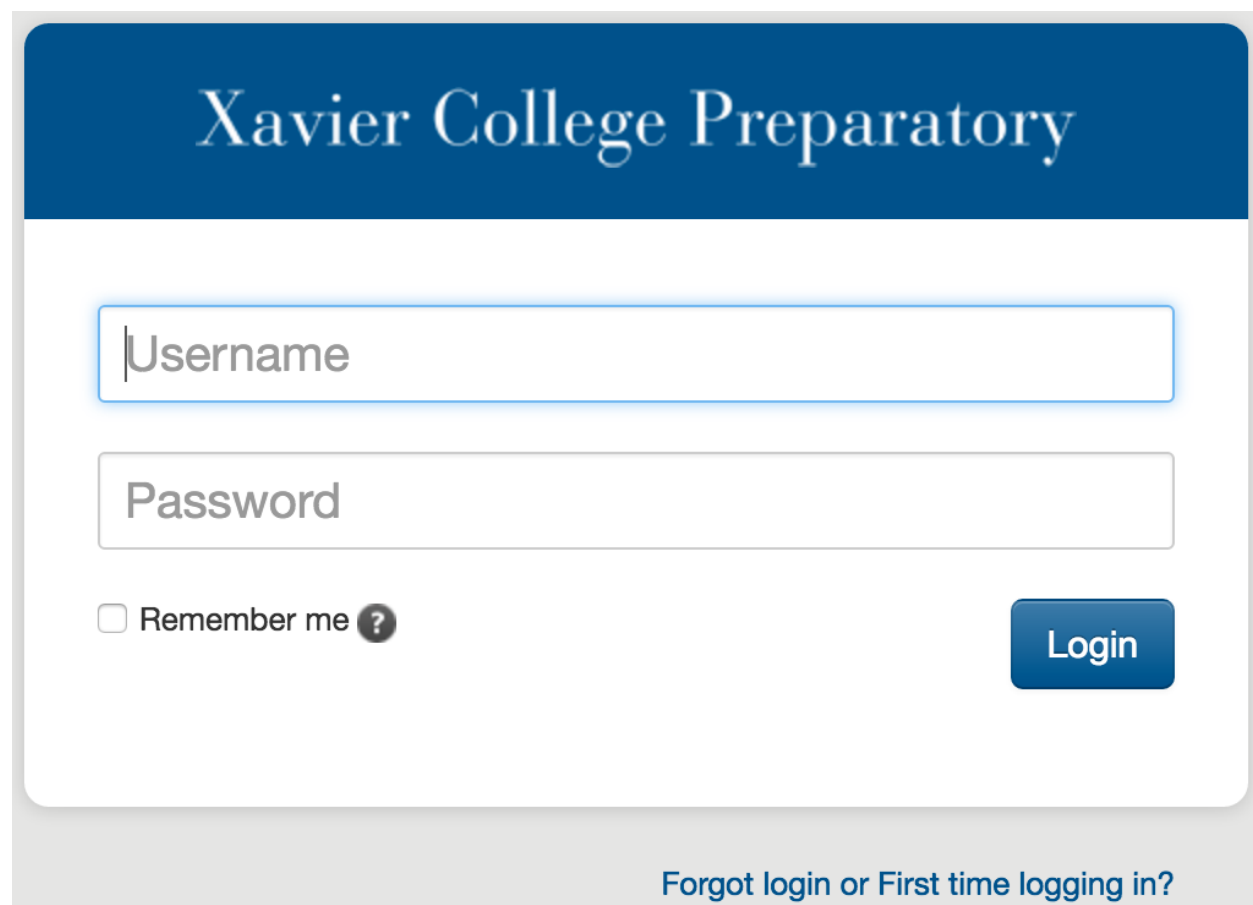
**Registration will not be accepted unless tuition is current and all online forms, schedule form, and the registration fee are completed and/or turned in to the Xavier Finance Office.**

**PLEASE NOTE: Each parent/guardian and student has his/her own personal GatorNet account. If you have NOT already created a GatorNet account, please follow the directions below.**

In order to retrieve your Username for GatorNet, [CLICK HERE](#). Please select the "Forgot login or First time logging in?" link. If you are a student, please use your @xaviergators.org email address. If you are a parent/guardian, please use the email address you provided to Xavier.

Parents, if you have not provided your email address (or have a new one), 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.

Our online system will email you shortly with your User ID and a secure link for you to reset your password.

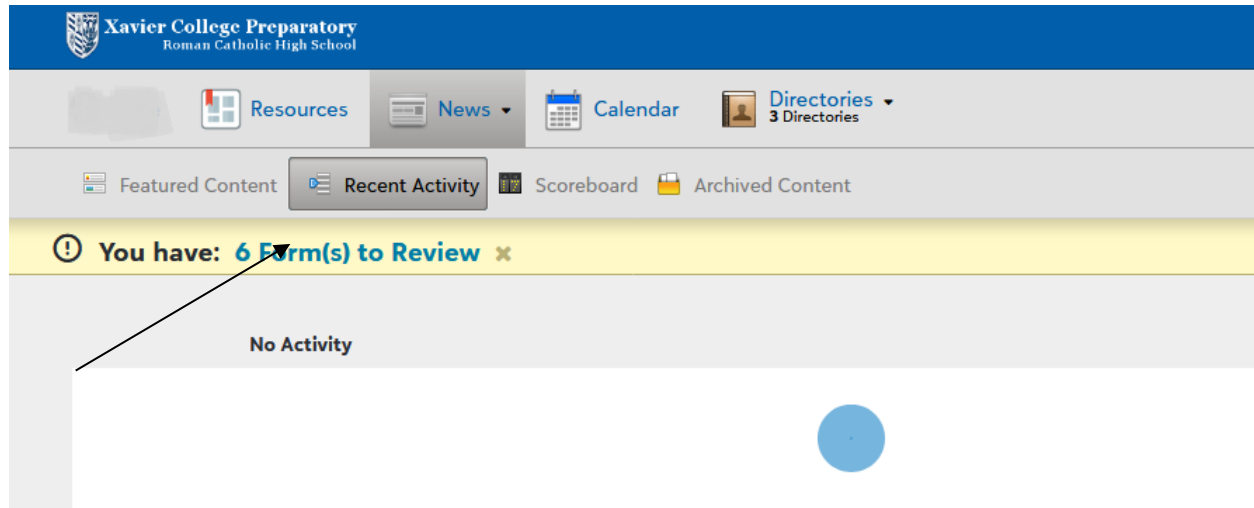


The image shows a login form for Xavier College Preparatory. At the top, there is a dark blue header with the text "Xavier College Preparatory" in white serif font. Below the header, there are two input fields: "Username" and "Password". Below the "Password" field, there is a checkbox labeled "Remember me" with a question mark icon to its right. To the right of the checkbox is a blue button with the text "Login" in white. At the bottom of the form, there is a link that says "Forgot login or First time logging in?" in blue text.

## STEP 1 – COMPLETE THE ONLINE FORMS & AGREEMENTS (Due by MARCH 5, 2021)

Once you have logged in 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 Review** to open each form and complete the form.

2021 - CEA Pledge Form	Due: 3/5/2021	<a href="#">Review</a>
2021 - Annual Signature Form	Due: 3/5/2021	<a href="#">Review</a>
2021 - Nutrition Parent Survey	Due: 3/5/2021	<a href="#">Review</a>
2021 - Principal's Letter	Due: 3/5/2021	<a href="#">Review</a>
2021 - Registration Checklist	Due: 3/5/2021	<a href="#">Review</a>
2021 - Tuition Contract	Due: 3/5/2021	<a href="#">Review</a>

### ***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 March 5, 2021:

- **Principal's Letter** – One parent/guardian is required to submit this form.
- **Registration Checklist** – One parent/guardian is required to submit this form.
- **Tuition Contract** – One parent/guardian is required to submit this form.
- **CEA Pledge Form** – One parent/guardian is required to submit this form.
- **Annual Signature Form** – One parent/guardian and the student are required to submit this form.
- **Nutrition Survey** – One parent/guardian is required to submit this form.

## STEP 2 – Download Additional Registration Documents

Click on the Resources tab and then click on the Enrollment & Re-Enrollment Supplemental Docs icon to view additional registration forms.

The screenshot shows the Xavier College Preparatory website interface. At the top, the school's name and logo are displayed. Below this is a navigation bar with tabs for Resources, News, Calendar, and Directories. A notification banner indicates that the user has 6 forms to review. The main content area is currently empty, showing "No Activity". Below this is a section for "Posts" with several colorful icons representing different categories: Incoming & Transfer Student Application, Enrollment & Re-Enrollment, Calendar / Week Ahead, Forms & Handbooks, Senior Class, and All School Announcements. A red arrow points to the "Enrollment & Re-Enrollment" icon. Below the posts section is a "Back" button and a large yellow box containing a list of links for "2021 - 2022 Supplemental Enrollment/Re-Enrollment Documents".

**2021 - 2022 Supplemental Enrollment/Re-Enrollment Documents**

- [AIA Annual Preparticipation Forms](#)
  - Required for ALL Students.
- [Finance Dates to Remember](#)
- [Statement of Tuition and Fees](#)
- [Letter from Catholic Schools Superintendent](#)
- [Youth Volunteer Form \(PDF\)](#)
- [Student/Parent Handbook](#)
- [Course Descriptions](#)
- [Book Store Information](#)

**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, 2021 and returned to the Xavier Finance Office by July 15, 2021 in order to receive the student's 2021-2022 class schedule.

### **STEP 3 – SUBMIT PAPER REGISTRATION FORM**

- **Schedule Request Form** – Must be filled out completely and returned to the Finance Office by March 5, 2021. Counselors will meet with students on an individual basis to review course requests and recommendations. The schedule request form may be adjusted as a result.

### **STEP 4 – SUBMIT REGISTRATION FEE**

A non-refundable fee of \$325 is due to the Finance Office by March 5, 2021. After May 1, the non-refundable registration fee is \$350.

### **STEP 5 – SUBMIT CUSTODIAL DOCUMENTS (if applicable)**

Custodial documents are **required** if not already on file with Xavier or if changes to previously submitted documents have occurred. If applicable, please turn in a paper copy of these documents directly to the Xavier Finance Office, by March 5, 2021.

### **STEP 6 – **\*\*Optional\*\*** Summer School Registration (if applicable)**

Registration is due by March 16, 2021. Please click [here](#) for link

**All summer school courses except for American Government will be offered as in person classes only.**

**If you have any questions regarding the registration process for returning students please contact registrar@xcp.org.**