



St. Francis Xavier School Registration will be held in the school office on Wednesday, August 9th from 1:00 to 5:00 p.m.

Please complete E-Registration by 8:00 a.m. on August 9th.

Copies of the required Business Office Forms were included with the Registration mailing. All required forms can also be located on the Xavier School website under the Parents tab

<http://www.xavier.pvt.k12.ia.us/>

E-Registration

- After you have completed the steps on this checklist page, please close this window and you will be redirected to the online E-Registration site. Click on continue and you will be directed to the Finish page. You will see your child's name with a **green check mark** by it indicating that your E-Registration process is complete for that student.

Business Office Forms

- Tuition Billing Statement/Covenant (yellow)** – 1 per family, included in the mailing
- Authorization for Direct Payment (green)** – 1 per family, included in the mailing
ACH is required if making monthly tuition payments. You may also elect to have lunch payments made through ACH. If you misplace this form, it is found on our website by going to the *Parents* tab, then Registration
- Free and Reduced Lunch** (1 per family, *complete only if needed*). This is found on our website by going to the *Parents* Tab, then Registration
<http://www.xavier.pvt.k12.ia.us/registration.html>
- Drop-Off/Pick-up Permission** – 1 per family, included in the mailing
If you misplace this form, it is found on our website by going to the *Parents* tab, then Registration

Grade 3

- Vision Screening** – This form can be found on the website under *Parents* tab, Health Forms <http://www.xavier.pvt.k12.ia.us/health-forms.html>

Kindergarten

You should have received the following forms in your Open House packet. If you have misplaced them, or did not receive them, they are available under the *Parents* tab, Health Forms <http://www.xavier.pvt.k12.ia.us/health-forms.html>

- Health Assessment Record Form** (under Health Forms)
- Certificate of Immunization Form** (under Health Forms)
- Certificate of Dental Screening Form** (under Health Forms)
- Kindergarten and 3rd Gr. Vision Screening Letter & Form** (under Health Forms)

Early Childhood

You should have received the following forms in your **red** Open House folder. If you have misplaced them, or did not receive them, they are available under the *Parents* tab. <http://www.xavier.pvt.k12.ia.us/health-forms.html>

- Early Childhood Parental Emergency Medical Consent** - 1 per student, this was included in the mailing. It can also be found under *Parents* tab, Registration. <http://www.xavier.pvt.k12.ia.us/registration.html>
- Health Assessment Record Form** (under Health Forms)
- Certificate of Immunization Form** (under Health Forms)
- Certificate of Dental Screening Form** (under Health Forms)

Extended Care

Extended Care Information & Forms- all forms are available under the *Parents* tab, Extended Care. <http://www.xavier.pvt.k12.ia.us/extended-care.html>

The following forms should be completed by registration day.

- Extended Care Enrollment Form**
- Extended Care Weekly Schedule Form**
- Extended Care Statement of Health & Summary of Significant Information Form**
- Extended Care School-Age Health Assessment/ Health Form & Immunization Declaration**
- Parental Emergency Medical Consent Form**