

July 2017

Dear Parent(s):

We hope you are having a wonderful summer and are participating in activities that will refresh your thinking and renew your energy for the coming school year. Included in this packet is important information regarding the registration process. Registration will be available on-line Monday, July 17th thru Tuesday, August 8th and in person on Wednesday, August 9th between 8:00 a.m. and 3:00 p.m. **NOTE:** Registration activities on August 9th will take place in the Nicolet cafeteria.

IMPORTANT DATES:

- **Wednesday, August 9th** - Registration between 8:00 a.m. and 3:00 p.m. in the cafeteria
- **Thursday, August 31st** - Freshman Orientation
- **Tuesday, September 5th** - 1st day of school
- **Wednesday, September 6th** - Back-to-School Night beginning at 5:45 p.m. with a “Meet and Greet” in the cafeteria. Parents will go through their student’s schedule of classes beginning at 6:15 p.m.
- **Friday, September 29th** – Last day to request level changes for a first semester course and/or a year-long course. Please refer to the 2017-2018 College and Career Readiness Guide or contact your high school counselor if you have any questions.

USE SKYWARD FAMILY ACCESS TO UPDATE STUDENT RECORDS

Using your Family Access login and password, go to **ONLINE REGISTRATION FOR RETURNING STUDENTS** to find step-by-step instructions to verify student information and complete consent forms.

REMINDER – Nicolet families need to verify residency before your student(s) can register for the 2017-2018 school year or collect their schedules. Two forms of verification are needed:

- One document should be a tax bill or lease/mortgage statement.
- The second form can be a current utility bill, auto/health insurance statement, or any county/state/federal benefit statement.

NOTE: Freshman, their siblings, new students and open enrollment students do not need to provide residency verification unless the student has moved or the lease has expired.

- Review and update contact information. ***IMPORTANT:** Current phone numbers and email addresses are essential to insure effective communication.
- Allow Publication for use by military, higher education, public and/or local entities.
- Review and update health and emergency information, including prescription and non-prescription medications.
- Acknowledgement of the Nicolet Student Handbook.
- Acknowledgement of Nicolet’s Chromebook Agreement.

Parents that do not have computer access may request forms to be mailed by calling Amy Lee at 414-351-7522.

REGISTRATION

In order to create an efficient registration process, we have three pre-payment options:

1. Parents may pay online using RevTrak through Skyward Family Access. **The \$3.00 processing fee has been waived from July 15th through August 31st** for families to take advantage of paying fees online.
2. Parents may pay fees by mail. Mailed registration must be received in the office by Tuesday, August 8th to be considered pre-paid.
3. Parents may pay in-person in the High School Office (HSO) between the hours of 7:00 a.m. and 3:00 p.m. Monday through Friday. You may pay via cash, check, or Mastercard/Visa.

If you are unable to pay your student's fees in full, please see Daisy Schwartz in the high school office to set up a payment contract.

If you are not able to attend registration, contact the HSO between the hours of 7:00 a.m. and 3:00 p.m.

NICOLET STUDENT HANDBOOK/STUDENT ID

NEW FOR 2017-2018 SCHOOL YEAR - In order to maximize instructional time, Nicolet High School has implemented a new system for classroom attendance. Students will be required to scan into class using the bar code on their student ID card. Every classroom space will have a scanner available to record attendance.

Students will receive their student ID once the student and parent have signed acknowledgement of the Nicolet Student Handbook via their Skyward access account. The handbook and signature form will also be available on Wednesday, August 9th in the cafeteria or anytime in the high school office.

All students should have their photo taken at registration on the 9th of August. Students that aren't able to attend registration should plan on having their photo taken on **Friday, September 8th**.

PAYMENT SUMMARY FORM

Parents should complete the **Payment Summary Form** (included in this packet) if paying in person or by mail.

- **Required Student Fees**
The student fees includes charges for registration, technology, assignment notebook, student admission to home athletic events and theatre events, student activities, student council and additional material fees may be applied for specific courses.
- **Locks** - Freshmen and new students will be required to pay a fee of \$5.00 for a school-issued lock. No personal locks are allowed. Only school-issued locks will be allowed on lockers. Returning students who have lost their lock may purchase a replacement lock for \$5.00.
- **Optional Fees**
Parents may add fees onto their Skyward account for the yearbook and parent organizations or by completing the appropriate sections of the Payment Summary Form. Additional information on each of the parent organizations is included in this packet. Optional fees cannot be included in a payment contract.

Enjoy the remaining days of summer, and we will look forward to seeing you during registration. Should you have any questions regarding registration, you may call the high school office at 414-351-7531.

Sincerely,



Gregory Kabara, Ph.D.
Principal