



Dear Parents and Guardians,

Welcome to Nicolet High School! We are excited to have your child as an incoming student at Nicolet High School and you as partners in his/her educational experience. There are four (4) formal stages to prepare your child for the start of ninth grade. The first stage is completing the new student online enrollment which takes place **Wednesday, November 13th through Friday, January 17th**. Families should complete the **New Student Enrollment: Application Form** for incoming freshmen. This online enrollment process is explained below.

**STAGE 1** If you do not have internet access, or are in need of further assistance, there will be guided, one-on-one assistance available in the District Office, C-103.

Option 1: If you currently have a child attending Nicolet High School, open [Skyward Family Access](#), sign in, and follow the steps below for **SKYWARD FAMILY ACCESS: New Student Online Enrollment**.

Option 2: If you **DO NOT** have a child currently enrolled at Nicolet, click [here](#). 1. Complete the New Student Enrollment: Account Request. Fields with an asterisk (\*) are required. 2. After you submit the account request, an email with login information will be sent to the email address provided to begin the enrollment application.

**NOTE:** If you don't have an email address, click the box "I don't have an email". Create a parent login name and provide a phone number. Click the orange "Click here to submit Account Request" icon to submit the account request. Your login information will appear on the next screen. 3. Proceed to the [Skyward Family Access](#), use the login information provided to sign in. Then, follow the steps below for **SKYWARD FAMILY ACCESS: New Student Online Enrollment**.

**SKYWARD FAMILY ACCESS: New Student Online Enrollment** Click here for visual, detailed instructions: [Help Guide: New Student Online Enrollment](#) 1. Complete all six (6) steps of the New Student Enrollment: Application Form. Fields with an asterisk (\*) are

- required. Step 1: Student Information
- Step 2: Family/Guardian Information
- Step 3: Medical/Dental Information
- Step 4: Emergency Contact Information
- Step 5: Requested Documents

- Immunization Documents
- Residency Verification **NOTE:** Chapter 220 students do not have to verify residency. Students currently enrolled in one of our partner schools through Open Enrollment may submit an application online, but it will not be considered until your acceptance into Nicolet through Open Enrollment is confirmed.

ALL incoming students are required to provide documentation to demonstrate residency in the district regardless of whether the family has other students currently enrolled at Nicolet. To be considered a resident, you must live in one of the following communities: Bayside, Fox Point, Glendale, or River Hills.

**Two documents are required, one from List A and one from List B.**

**List A:** Property tax bill or receipt, closing statement or CURRENT lease. Lease must include a name and phone number for the landlord.

**List B:** Current utility bill, most recent auto or health insurance statement, or county/state/federal benefit statement. Others may be approved by the district in extenuating circumstances. \*\*\*Required documents can be scanned and uploaded directly to Skyward Family Access, dropped off at the district office at Nicolet, OR mailed to:

Nicolet High School District Office

ATTN: Chris Macon

6701 N Jean Nicolet Rd

Glendale, WI 53217

#### Step 6: Additional District Forms

- Health & Emergency Information
- Special Education Student Information 2. After entering the required information for each step, click on the orange “Complete Step # and move to Step #” icon at the bottom of each step. If you wish to save what you have entered and return to the application at another time, click on the orange “Complete Step # Only” icon. Completed sections will have an indicator on the right of the screen similar to this example:

3. After reviewing/completing all six (6) steps of the enrollment application, click on the orange “Submit Application to the District” icon. A CONFIRM pop up screen will appear for you to confirm and submit your application to Nicolet Union High School District. **IMPORTANT:** Once you click the orange “Submit Application” icon, changes cannot be made. However, you will be able to continue to log in with your temporary login information to view your application.

4. If you have more than one child who will be attending Nicolet High School for the first time, you may click the “Click to Enroll Additional Students” icon from the New Student Enrollment Applications: Summary Page, to complete an application for any additional children.

**Applications will only be approved if all required fields have been completed and required documentation has been received WITHIN TWO WEEKS OF SUBMISSION OF THE ENROLLMENT APPLICATION. FAILURE TO DO SO WILL RESULT IN DENIAL OF THE APPLICATION. TO ENROLL, A NEW APPLICATION WILL NEED TO BE SUBMITTED.**

Once your completed application has been received and reviewed, you will receive an email indicating your application has been approved or denied. The application review process can take approximately two weeks.

If your child’s application is denied, the email will indicate the reason for denial.

If your child’s application has been approved, you will receive an email indicating that your child was enrolled.

**PARENT TRANSITION MEETINGS** [Parent 101](#): Parent Transition Meetings: November 13, 2019; January 29, 2020; March 18, 2019; and April 29, 2029 at 5:30 pm in the Nicolet library.

**STAGE 2 JUNIOR KNIGHTS DAY: FEBRUARY 3 - FEBRUARY 7, 2020** Eighth grade students will travel to Nicolet with their middle school class for high school orientation, meetings with counselors, school tour, and STAR assessments.

**ONLINE COURSE SELECTION** You will receive further information at a later date giving you instructions to sign in to your Skyward Family Access and help your child select their elective courses for the upcoming school year. In the meantime, here are some additional resources for you:

- **College and Career Readiness Guide** - click [here](#) to view Nicolet's course listings, graduation requirements, college and career pathways.
- **School Counselors** - Counseling Office at 414-351-7550 if you have any questions for the [counseling staff](#). Students are assigned counselors by family last name.

**SCHEDULE ADJUSTMENTS: MARCH 4 – JUNE 12, 2020**

1. Student/Parent may request to drop or add courses to the future schedule. (Example: Replace an elective with study hall or add an elective.)
2. Student/Parent may request a level change. (Example: Replace Honors Global History with Global History Accelerated.)
3. Additional course changes will follow the guidelines set in the [College and Career Readiness Guide](#).

**STAGE 3**

1. Nicolet online registration will open in late July of 2020. You will receive email notification with specific dates.
2. Picture Day/School ID - TBD

**STAGE 4** Freshman Orientation: **August date TBD**. Students will work with faculty and student mentors to familiarize themselves with the school building, supports, and activities

If you have questions regarding the new student online enrollment process, please contact Ms. Angela Mehrrens at [angela.mehrrens@nicolet.us](mailto:angela.mehrrens@nicolet.us) or 414-351-7579. If you are not planning on enrolling your student at Nicolet High School, please contact Ms. Mehrrens to remove your family from future mailings.

We look forward to partnering with students and families in our mission to accelerate the achievement of every student, in every classroom, every day.

Sincerely,



Mr. Tom Dorgan  
Principal, Nicolet High School  
414-351-7522