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. The enrollment process is explained below.

**OCTOBER 30 - DECEMBER 1: Complete Online Enrollment**

1. Residency Verification
   - All families are required to provide documentation to demonstrate residency in the district. To be considered a resident you must live in one of the following communities: Glendale, Fox Point, Bayside 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 WE Energies bill (PREFERRED), most recent auto or health insurance statement, or county/state/federal benefit statement. Others may be approved by the district in extenuating circumstances.
   - Open enrollment and Chapter 220 students will check the appropriate box in the online enrollment form.
   - You may submit your application online, but your enrollment application will not be considered complete until you have completed the residency verification or until your Chapter 220 or Open Enrollment status can be confirmed.

2. Mark your calendar for the following transition meetings:
   - 9th Grade Parent Orientation: August 30, 2018 - 7:30 a.m. - 8:30 a.m. in the cafeteria

**Online Registration**

Register students online following the steps below. If you do not have internet access, or are in need of further assistance, there will be guided, one-on-one assistance available at Nicolet High School in the Student Services Office: C-105. A computer will also be available in the Student Services Office for online registration.

1. Go to [www.nicolet.us](http://www.nicolet.us)
2. Click on “New Student Online Enrollment” under the FAMILY tab.
3. Complete the requested information.
4. Click on “Click here to Submit Account Request” icon.
5. Click “OK”.
   a. At this point, basic information will be sent to Nicolet in order to email you temporary login information.
   b. Follow the login instructions given in the email that is sent to the email address you provide.
6. Once you have logged in with your temporary login information, complete each step. (Anything with a red asterisk * is REQUIRED and must be completed.)
   a. After you have completed each step, click on the appropriate icon at the bottom of each step.
   b. When you get to step 5, either scan and upload your residency verification documents (options listed above) OR mail/drop off the required documents to:
      Nicolet High School District Office
      Attn: Chris Macon
      6701 N. Jean Nicolet Road
      Glendale, WI 53217
      NOTE: Applications will only be approved if all required fields have been completed. Your child will not be enrolled and will not be able to request courses until documents have been received and approved.
   c. Once all steps have been completed, click on the icon to “Submit Application to District.” All steps must be completed in order to submit your application. Once you submit the application, changes cannot be made. However, you will be able to continue to log in with your temporary login information to view your application. Completed sections will have an indicator on the right of the screen similar to this example:
      ✅ Date Completed: 12/09/2016
   d. If you have more than one child who will be attending Nicolet High School for the first time, you may click on the “Click to Enroll Additional Students” icon to complete applications for any additional children.

Once all documents have been received and your child’s application has been reviewed, you will receive an email indicating your application has been approved or denied.

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 as well as other important information (i.e. Entry Date, Grade Level and 5 digit student ID#).

For more detailed instructions, including screenshots of the enrollment application process, please visit the Help Guide: New Student Online Enrollment.

Junior Knights Day
1. Junior Knights Transition Days (January 22, 2018 - January 26, 2018) - 8th grade students will travel to Nicolet with their middle school class for high school orientation, meetings with counselors, school tour, and STAR assessments.
2. Online course selection - You will receive further information at a later date giving you instructions to login to your Skyward Family Access and help your child select their elective courses for the upcoming school year. Resources available:
   a. College and Career Readiness Guide - course listings, graduation requirements, college and career pathways (http://www.nicolet.us/students/counseling_department.cfm)
   b. School Counselors - Counseling Office at 351-7550 if you have any questions for the counseling staff. Students are assigned counselors by family last name.
APRIL 2 – JUNE 8: Schedule Adjustments

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. (http://www.nicolet.us/students/counseling_department.cfm)

AUGUST:

1. High school registration: August 8th, 2018 - Students can pick up class schedule and lock, take student ID pictures, organize locker, etc.
2. Freshman Orientation: August 30, 2018 – Students participate in class team building activities and have a mentor meeting. (7:30 a.m. - 1:19 p.m. Gym 1)

If you have any questions regarding the new student online enrollment process, please contact Mrs. Angela Mehrtens at angela.mehrtens@nicolet.us or 414-351-7579. If you are not planning on enrolling your student at Nicolet High School, please contact Mrs. Mehrtens 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,

Gregory M. Kabara, Ph.D.
Principal, Nicolet High School