Enrolling Your Student at Nicolet High School

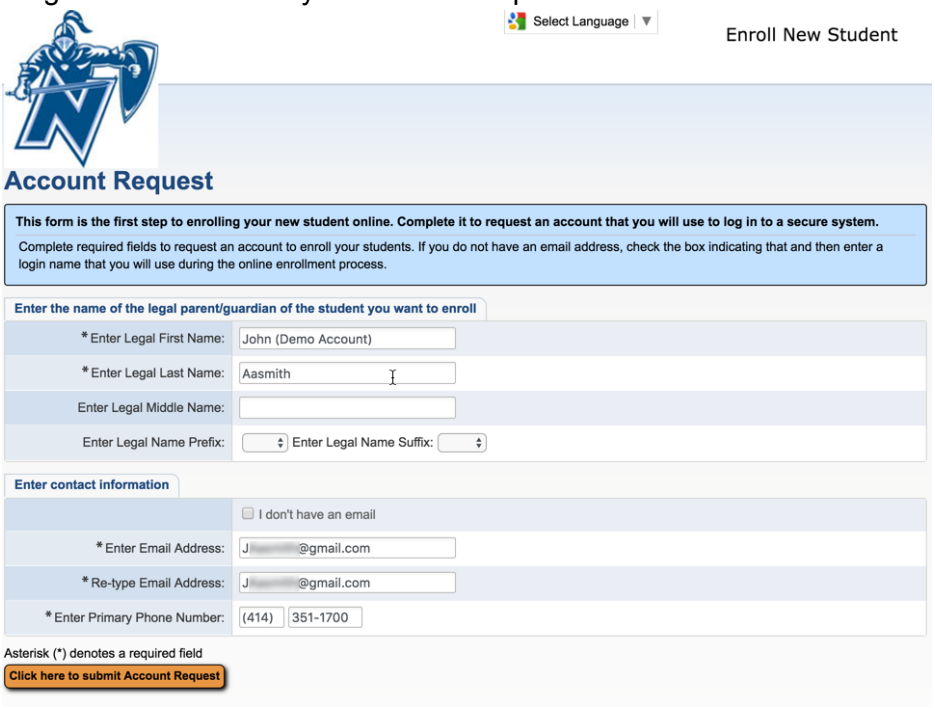
All students new to Nicolet need to be enrolled using our New Student Online Enrollment (NSOE) process. The following help sheet outlines the steps parents/guardians need to follow to complete the enrollment process. Open Enrollment students should not complete the online enrollment until they have received notice from Nicolet indicating their child has been selected for Open Enrollment.

Once complete and submitted, the student's enrollment application and residency documents will be reviewed for approval. Families without a computer or internet access may complete this process online in the **District Office** at Nicolet High School. If you need help completing the application due to a language barrier, contact the District Office, 414-351-7561, for assistance.

If you **currently have a student attending Nicolet High School**, go to the Skyward Family Access login page**.** Enter your family access login ID and password, then click **Sign In.** Click on the **New Student Online Enrollment** tab on the left side of your Family Access page. *Skip to page 3 of these instructions (Step 1 Student Information) to begin enrolling your new student.*

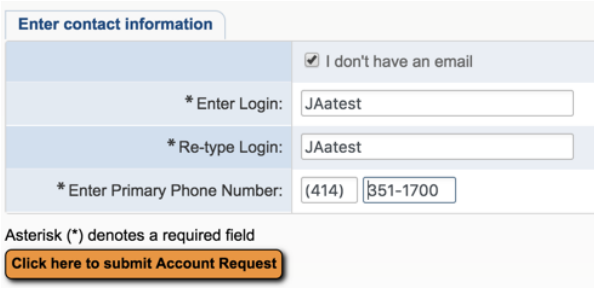
If you **do not currently have a student attending Nicolet**, begin at http://www.nicolet.us, click on the Families tab and on New Student Online Enrollment

- Click on the link to begin the enrollment process.
- Enter the first and last name, email address and phone number of the parent/guardian of the new student. Fields with an asterisk (*) are required.
- Click the orange button to submit your account request.

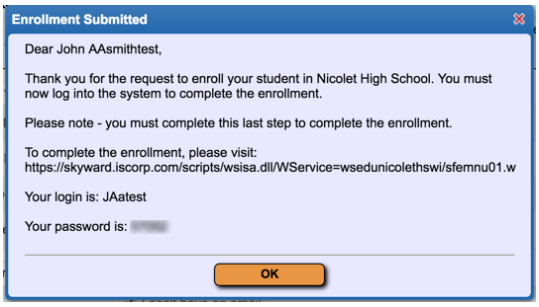


After you submit the account request, you will receive an email with information about how to login and complete the online enrollment application.

If you don't have an email address, click the box to indicate you don't have email. You will be asked to create a login name for yourself and you will be asked to provide a phone number.
Click the button to submit the account request.



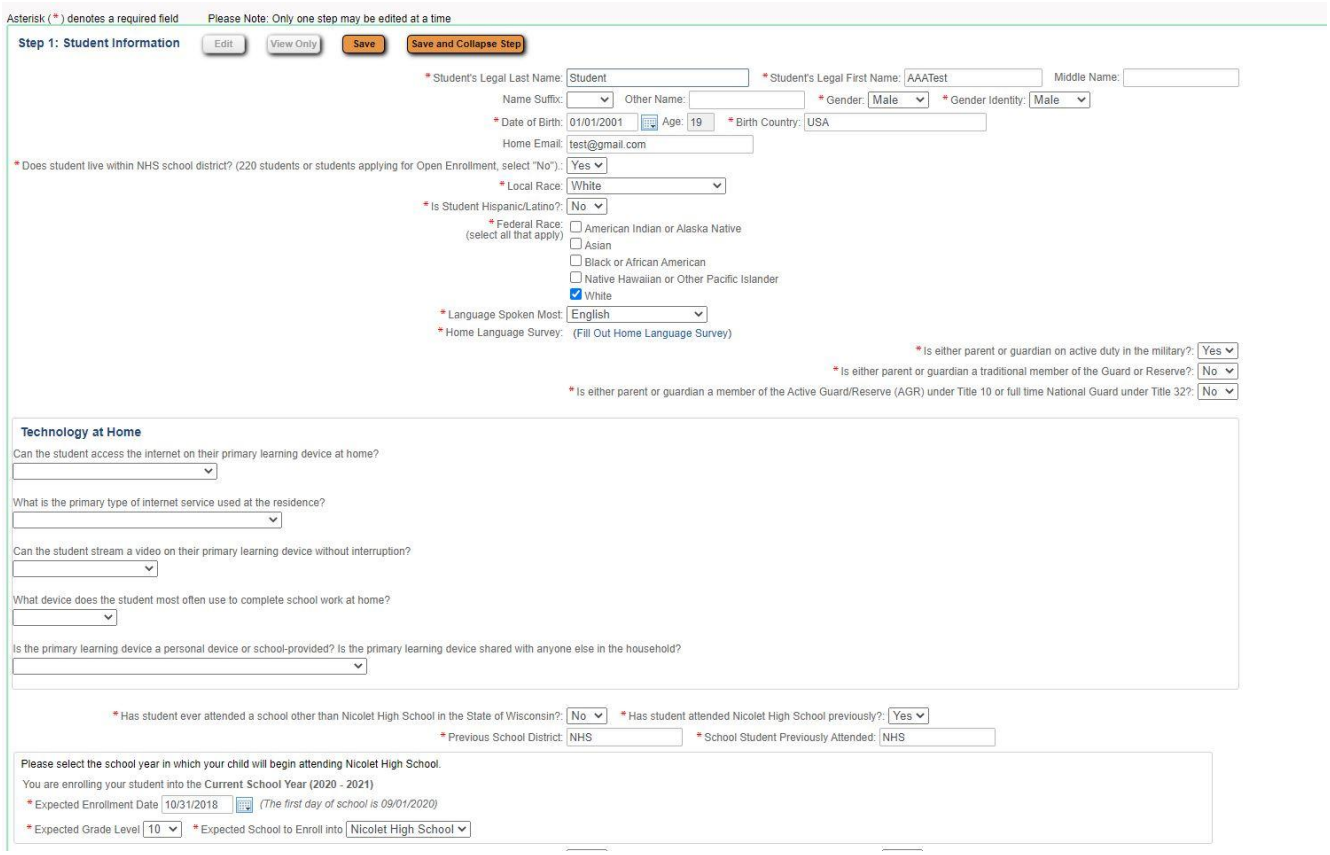
Your login information will appear on the next screen you see. Use this information to login to the Skyward system.



Once logged into Skyward, you will see six steps requesting various types of information needed to enroll your student at Nicolet. Complete the fields marked with a red asterisk (*) at a minimum.

Step 1 Student Information

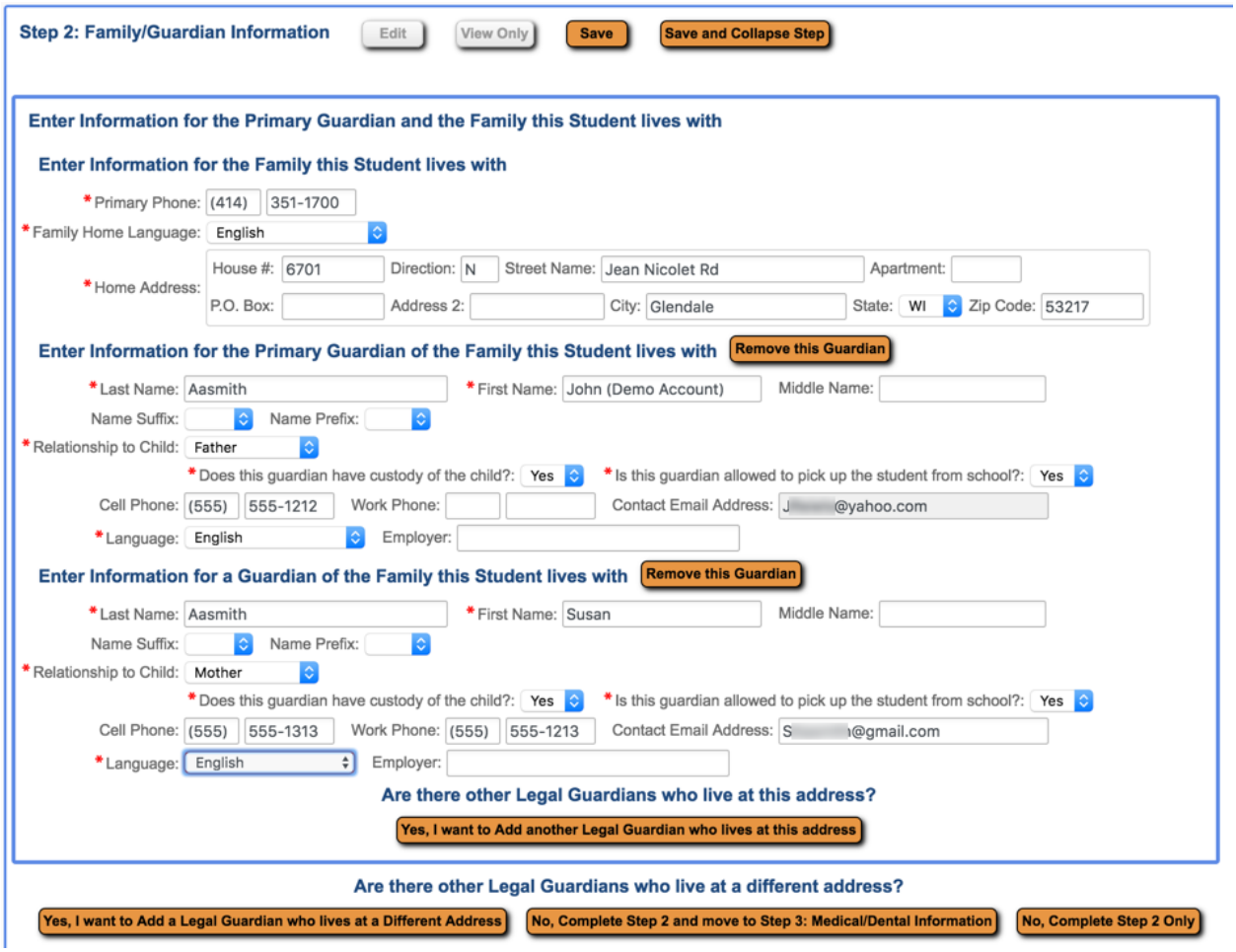
- If enrolling your student for the next school year, click the button for next school year and select "First day of school."



- After entering required information, click "Complete Step 1 Only" if you want to save the information you entered and come back another time to finish entering information. Click "Complete Step 1 and move to Step 2" if you wish to continue the process at this time.

Step 2 Family Information

- Add information about the parent(s)/guardian(s) residing at the address of the student. Click the appropriate orange buttons to add additional legal guardians at the same address or to add legal guardians who live at another address. Click “Complete Step 2 and move to Step” or “Complete Step 2 Only” and return later to complete steps 3-6.



Step 3 Medical/Dental Information

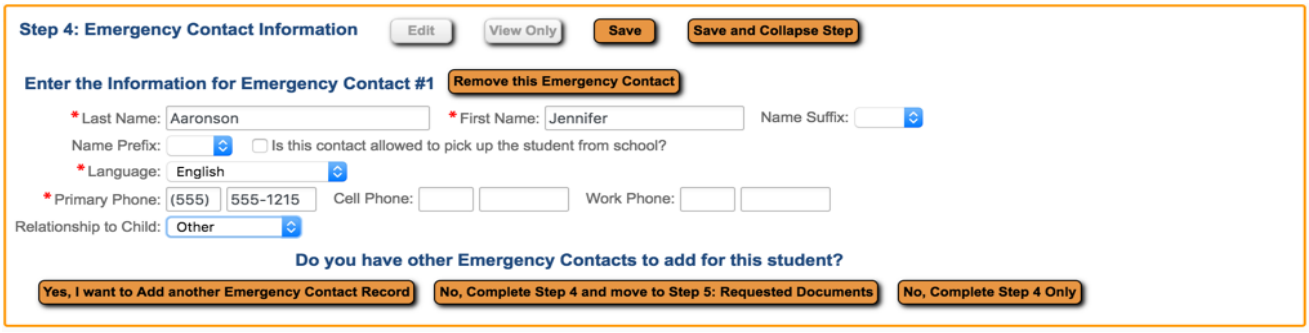
No information is required for this step, however, providing information about physician and hospital choice can be helpful to the school nurse.



Step 4 Emergency Contact Information

In the event of an emergency, parents/guardians will be contacted first, but in the event they cannot be reached, you may authorize Nicolet to contact other individuals in the event of an emergency.

Complete fields for anyone you wish to list as an emergency contact. If you do not have an emergency contact person, you may click "Save and Collapse Step" and proceed to step 5.



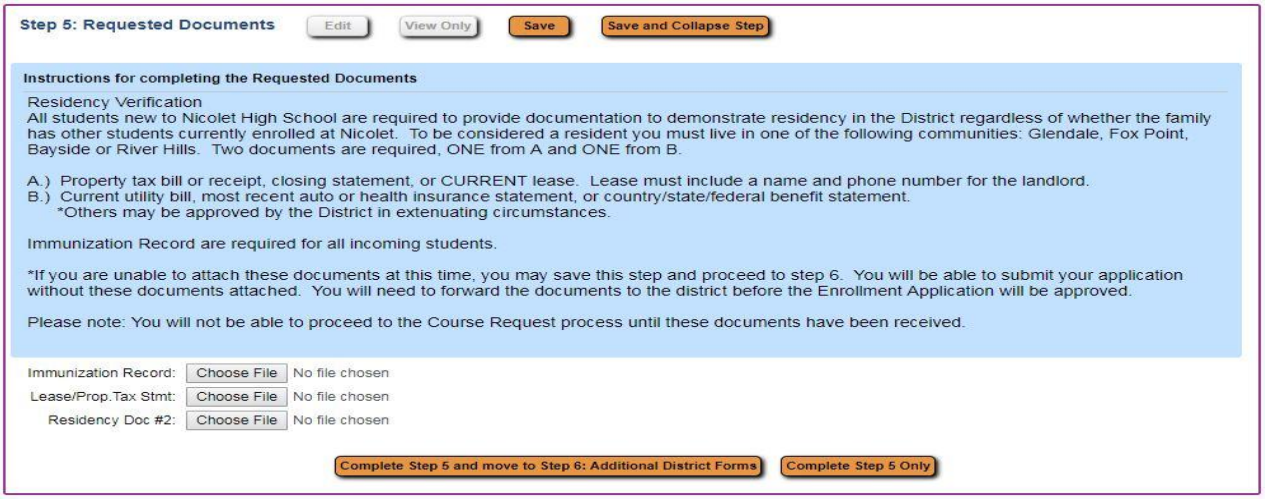
Step 5 Residency Verification and Immunization Documents

Students attending Nicolet must live in the district, be enrolled in Chapter 220 or be enrolled through open enrollment. Step 5 will give you the opportunity to submit documents to demonstrate your residency and upload immunization records.

- If you indicated "No" in step 1 where you were asked if you live in the district, you need not submit residency verification documents. We will look at our open enrollment and Chapter 220 records to confirm your eligibility to enroll at Nicolet.
- Nicolet is required to have immunization records for all students.
- If you have scanned copies of the required documents, click "Choose File." Select the appropriate file(s) from your computer/device and submit. You may also submit these documents via mail or in person instead of attaching them to your online application. Contact Chris Macon, at 414.351.7561 or residency@nicolet.us or submit documents to:

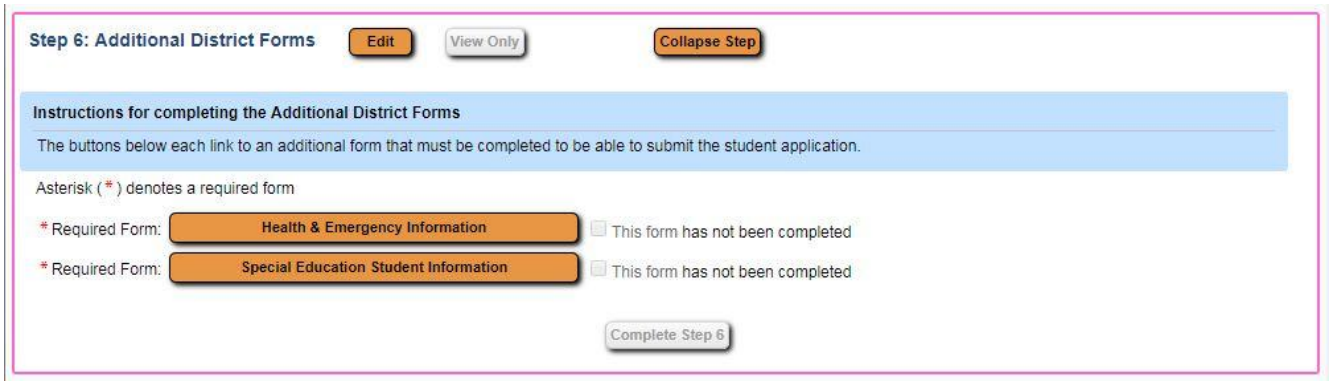
  Nicolet High School District Office
  Attn: Chris Macon
  6701 N. Jean Nicolet Road
  Glendale, WI 53217

- **NOTE:** The enrollment application will not be processed until all documents have been received.



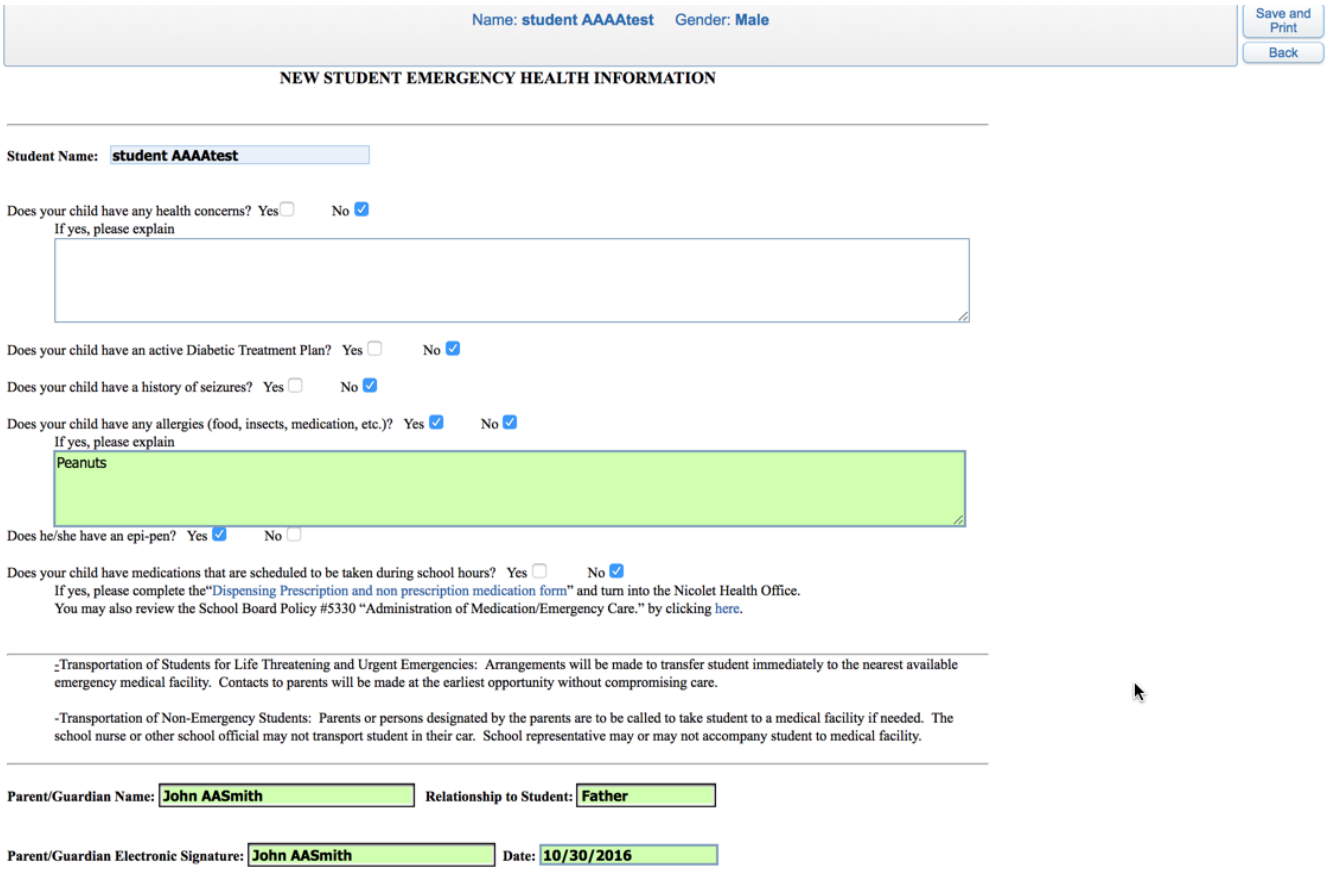
Step 6 Additional Forms

This section is used to gather additional information about your child.



Click the Health & Emergency Information button

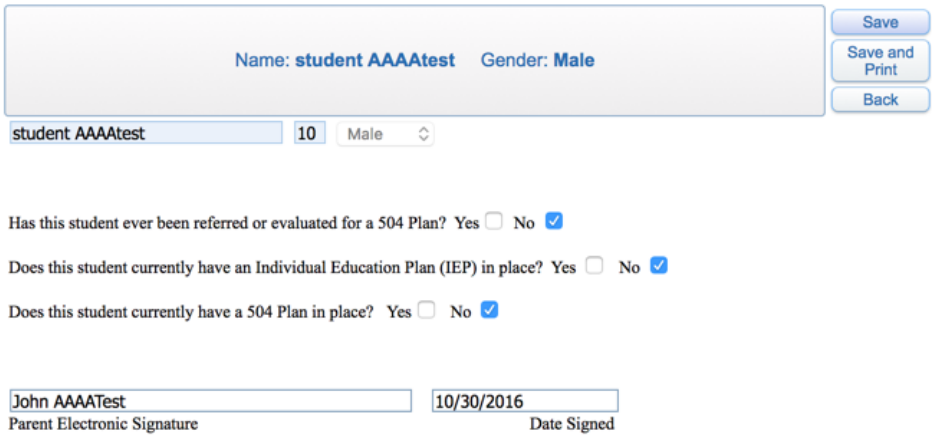
- Complete the requested information.
- Enter your name for the electronic signature and add the date.
- Click Save



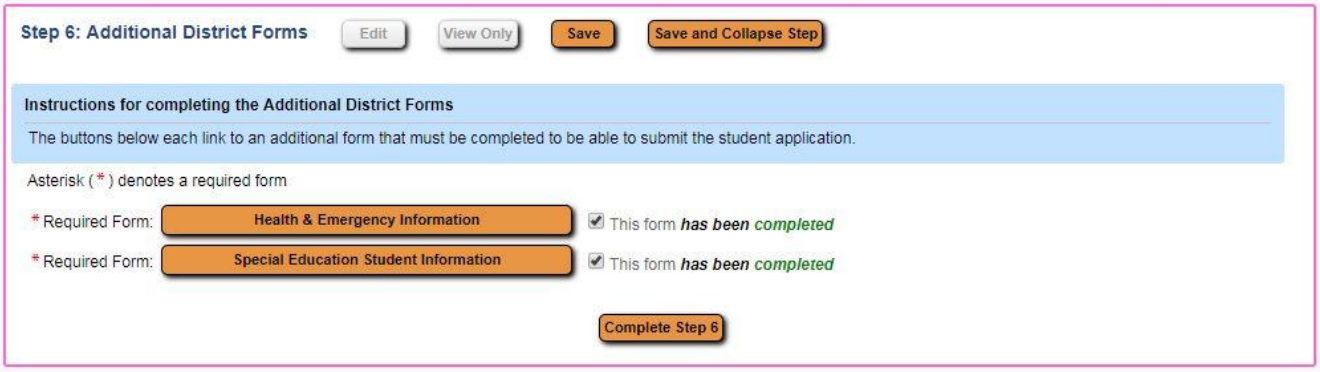
Click the button titled "**Back to Additional District Forms**"

Click the Special Education Student Information button

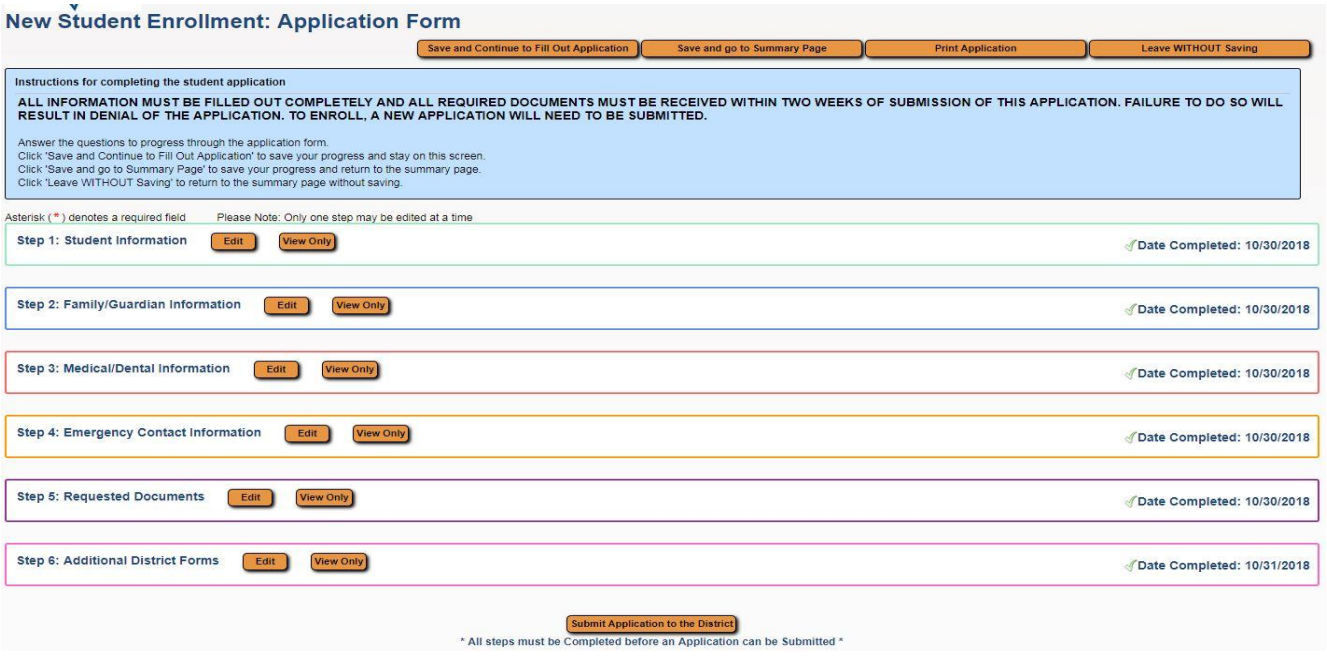
- Complete the requested information.
- Add your name and today's date.
- Click Save



Click the button to complete step 6



After reviewing/completing all six sections of the enrollment application, click "Submit Application to the District."



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.

After your application has been reviewed, including your residency verification and immunization documents, an email will be sent to the parent/guardian who submitted the application indicating acceptance or denial.