



# Watertown Unified School District

Watertown High School  
825 Endeavour Drive  
Watertown, WI 53098  
920-262-7500

William Loss – Principal - lossw@watertown.k12.wi.us  
Melissa Hahn – Assistant Principal - hahnm@watertown.k12.wi.us  
Josh Kerr – Assistant Principal - kerrj@watertown.k12.wi.us  
Jamie Koepf – Assistant Principal/Athletic Director - koepfj@watertown.k12.wi.us

## **Class of 2018 Senior Information Sheet**

(For Parents & Students)

### **Cap & Gown**

- Jostens orders were distributed during lunch hours in mid-April. If your senior did not pick up his/her cap and gown you must contact the Main Office ASAP at (920) 262-7500 ext. 6806.
- If your senior didn't order a cap and gown, and needs to place an order, contact Jostens at 262-392-4245.

### **Senior Fees – Paid by Friday, June 1st**

- All student fees are to be paid by Friday, June 1st to the Bookkeeping Office. Payments may be made by cash or credit card only. A current fee statement will be mailed prior to May 21st. If you have any fees added after this point, you will be notified at Graduation Rehearsal. Remember, fees must be paid by cash or credit card in order to participate in the Graduation Ceremony.

### **WUSD Elementary Alums Graduation Walk – Monday, June 4<sup>th</sup>/Tuesday, June 5<sup>th</sup>**

- You are cordially invited to return to your alma mater (Douglas, Lincoln, Lebanon, Schurz, or Webster) to “Walk the Halls” one last time in your cap & gown. Your parents are welcome to attend, as well, to take photos!
  - **Douglas/Lincoln/Schurz/Webster on Monday, June 4<sup>th</sup> at 2:40 p.m.**
  - **Lebanon on Tuesday, June 5<sup>th</sup> at 2:40 p.m.**
  - Seniors will need to complete a permission slip and turn it into the attendance office to leave WHS at 2:15 p.m.

### **Senior Lockers – Cleaned by Thursday, June 7<sup>th</sup> by 11:30 a.m.**

- Seniors must clean out their lockers out by 11:30 a.m. on Thursday, June 7<sup>th</sup>. Lockers will be checked after this time and any necessary fees will be assessed for lockers that are damaged. Fees must be paid in order to participate in the Graduation Ceremony. Anything left in a student locker will be disposed.

### **WUSD Student Email Accounts**

- Seniors are reminded to back up any documents they would like out of their @mywusd.org account as those email accounts will be deleted following Graduation. Please contact Miranda Kluge at klugem@watertown.k12.wi.us with any questions.

### **Final Transcript Request Form**

- Seniors are reminded to complete a final transcript request form, so your transcript will be sent to your college for next year. A final transcript will NOT be sent if you do not complete the request form.
- Seniors who are currently in an English class will receive the form in the upcoming weeks. If you do not have an English class this trimester, please stop by Student Services to complete the form.

**Graduation Rehearsal – Friday, June 8th at 10:30 a.m.**

- Rehearsal will begin on Friday, June 8th at 10:30 a.m. in the WHS Field House. All seniors participating in Graduation are **REQUIRED** to attend Graduation Rehearsal.
- Honor Cords will be handed out at Graduation Rehearsal.

**Senior Class Picnic – Friday, June 8th following Graduation Rehearsal (Appx. 12 p.m.)**

- Following Graduation Rehearsal, students are invited to attend the Senior Class Picnic which will be located outside at WHS. Food will be catered from Glenn’s but we ask that each student please bring an item to share:
  - Student last name:
    - A – L: Snacks (chips, pretzels, etc.)
    - M – Z: Dessert
- Everyone is welcome to bring games to the picnic! If you have a set of bean bag toss, ladder golf, frisbees, etc., feel free to bring them!

**Graduation – Saturday, June 9th at 10 a.m. in the WHS Field House**

- All obligations (detentions, fines, library books, etc.) must be fulfilled before being able to take part in the Graduation Ceremony.
- Field House doors will open at 8:30 a.m.
- **Graduating seniors are to report to the Peace Garden at 9:15 a.m. for the senior group picture. Seniors must be on time and dressed in cap and gown.**
- There are no tickets required for seating at graduation. We are fortunate to have a facility that does not require us to limit the number of people attending.
- Handicap parking will be available directly in front of the school. Signs will indicate location. Handicapped seating will also be available in the Field House.
- Graduates will receive their diploma cover when crossing the stage and will need to pick up their diploma after the ceremony. Diplomas will be handed out in the Peace Garden (weather permitting) or in front of the Main Office.
- If your student has decided not to participate in the Graduation Ceremony, they must notify their School Counselor ASAP.