



If you graduated in 2008 or earlier, you will need to complete the following form to receive your transcript. Once you have filled out the form, there are three ways to request it:

1. Complete the Transcript Release Form and mail it to the high school, Attention: Student Services.
2. Fax the completed form to Student Services, (920)262-7589.
3. Complete the Transcript Release Form and email it to geskej@watertown.k12.wi.us

Watertown High School
825 Endeavour Drive, Watertown, WI 53098
(920)262-7550

Watertown High School Transcript Request Form

Watertown High School
Student Services
825 Endeavour Drive
Watertown, WI 53098

Phone: (920)262-7550
Fax: (920)262-7589

The following information is required in order to process your request:

Full name at time of completion (maiden name, if married):

Date of birth: _____

Year of completion: _____

Name and Address of where you would like the transcript sent:

Signature

Date