



Transcript and Enrollment Verification Request

Inspire * Engage * Achieve

Request A Transcript

- Naviance (current senior class) - [Skyward Account](#)
- Reach out to Ms. Wick for Transcript (Graduated Students)

How to Request a Transcript via Naviance

Instructions for Logging into Naviance & Requesting a Transcript

1. [Sign in to your Skyward Account](#).
2. Click on the visit your school and then the Information Tab.
3. Click and the [Naviance Tile](#). Follow the prompts.
 - Select your user type
 - If it prompts you for a username and password please use the following:
 - Username: **Student Email**
 - Password: **Create their own (reset with Mrs. Wolfenberg if unable to login)**

How to Request an Enrollment Verification

- Email the registrar at the email address listed below:
 - registrar@kohler.k12.wi.us
- A letter will be created and shared with in a pdf format verifying:
 - Enrollment
 - Term
 - Graduation Date

We **inspire** inquiry; **engage** hearts, minds and bodies; and provide supports to ensure all students can **achieve** success.