

Paperwork & Mailing Reminders

- In the Watertown City School District we have over 4000 students. To ensure that your paperwork is properly accounted for and filed, PLEASE put the following information on every piece of paperwork that you mail, email or fax:
 - Your child's name, grade, address, phone number
 - Parent or guardian's name and email
 - Type of paperwork: Letter of Intent, IHIP, First Quarterly Report, etc.
- You are responsible for keeping copies of ALL paperwork sent to this office.
- If you email your documents please submit documents as MS Word or PDF.
- If your paperwork will be late, call 315.785. 3708 or email Kira Elliott at kirelliott@watertowncsd.org.
- **Mailing Address:**
Stacey Eger, Assistant Superintendent for Instruction
(Kira Elliott – Administrative Assistant to Stacey Eger)
1351 Washington Street
Watertown, NY 13601
- **Email:** Stacey Eger – seger@watertowncsd.org
Kira Elliott – kirelliott@watertowncsd.org
- **Phone:** 315.785.3708
- **Fax:** 315.785.6855