



# WATERTOWN CITY SCHOOL DISTRICT

## STUDENT RECORD REQUEST

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Legal Guardian \_\_\_\_\_ hereby authorizes

\_\_\_\_\_  
*Previous School*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*City State Zip*

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

**OFFICE USE**  
*The student listed above has  
ENROLLED with the Watertown City  
School District on*  
\_\_\_\_\_.  
*Please record an exit date from your  
district prior to the above date.  
Thank you.*

to release and/or exchange a copy of all academic and confidential information pertaining to the above student to the following ( X ) school: (Please include: Birth Certificate, Health Records, Academic Records including Standardized Testing, Last Report Card and Sign-Out Grades, Confidential/Psychological/Special Education Records, IEP, 504 Plan, Custody or Guardianship Papers.)

- |   |  |
|---|--|
| <input type="checkbox"/> GUIDANCE<br><b>Watertown High School</b><br>1335 Washington St.<br>Watertown, NY 13601<br>Fax: 315-785-3733 Ph: 315-785-3821 | <input type="checkbox"/> PRINCIPAL<br><b>Knickerbocker Elementary School</b><br>739 Knickerbocker Dr.<br>Watertown, NY 13601<br>Fax: 315-779-5654 Ph: 315-785-3740                     |
| <input type="checkbox"/> GUIDANCE<br><b>Case Middle School</b><br>1237 Washington St.<br>Watertown, NY 13601<br>Fax: 315-785-3731 Ph: 315-785-3880    | <input type="checkbox"/> PRINCIPAL<br><b>North Elementary School</b><br>171 East Hoard St.<br>Watertown, NY 13601<br>Fax: 315-779-5405 Ph: 315-785-3750                                |
| <input type="checkbox"/> GUIDANCE<br><b>H.T. Wiley School</b> 1351<br>Washington St.<br>Watertown, NY 13601<br>Fax: 315-785-3769 Ph: 315-785-3786     | <input type="checkbox"/> PRINCIPAL<br><b>Sherman Elementary School</b><br>836 Sherman St.<br>Watertown, NY 13601<br>Fax: 315-779-5575 Ph: 315-785-3760                                 |
| <input type="checkbox"/> PRINCIPAL<br><b>Ohio Elementary School</b><br>1537 Ohio St.<br>Watertown, NY 13601<br>Fax: 315-779-5502 Ph: 315-785-3755     | <input type="checkbox"/> CSE OFFICE<br><b>Watertown City School District</b><br>1351 Washington St.<br>Watertown, NY 13601<br>Fax: 315-661-4140 Ph: 315-785-3728                       |
| <input type="checkbox"/> GUIDANCE<br><b>H.T. Wiley School</b><br>1351 Washington St.<br>Watertown, NY 13601<br>Fax: 315-785-3769 Ph: 315-785-3786     | <input type="checkbox"/> HOME INSTRUCTION (Homeschooling)<br><b>Watertown City School District</b><br>1351 Washington St.<br>Watertown, NY 13601<br>Fax: 315-785-6855 Ph: 315-785-3708 |

\_\_\_\_\_  
**Signature of Parent/Guardian**

\_\_\_\_\_  
**Date**