

Paperwork & Mailing Reminders

- In the Watertown City School District, we have over 4800 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 full name, grade level, 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 our office.
- If you email your documents, please submit documents as MS Word or PDF.
- If your paperwork will be late, please make sure to communicate with us via phone 315-785-3708 or email Cristina Nichols at cnichols@watertowncsd.org.
- **Mailing Address:**

Lynn Gaffney, Assistant Superintendent for Instruction
(Cristina Nichols – Administrative Assistant to Lynn Gaffney)
1351 Washington Street Watertown, NY 13601
- **Email:** Lynn Gaffney – lgaffney@watertowncsd.org
Cristina Nichols – cnichols@watertowncsd.org
- ❖ **Phone:** 315-785-3708 **Fax:** 315-785-6855