

**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, Standardized Testing Records, Disciplinary Records Including Superintendent Hearings/Suspensions, Last Report Card and Sign-Out Grades, Confidential/Psychological/Special Education Records, IEP, 504 Plan, Custody or Guardianship Papers.)

- |  |   |
|--|---|
| <input type="checkbox"/> <b>GUIDANCE</b><br><b>Watertown High School</b><br>1335 Washington St.<br>Watertown, NY 13601<br>Fax: 315-785-3733 Ph: 315-785-3821   | <b>PRINCIPAL</b><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"/> <b>GUIDANCE</b><br><b>Case Middle School</b><br>1237 Washington St.<br>Watertown, NY 13601<br>Fax: 315-785-3731 Ph: 315-785-3880      | <b>PRINCIPAL</b><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"/> <b>GUIDANCE</b><br><b>H.T. Wiley School</b><br>1351 Washington St.<br>Watertown, NY 13601<br>Fax: 315-785-3769 Ph: 315-785-3789       | <b>PRINCIPAL</b><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"/> <b>PRINCIPAL</b><br><b>Ohio Elementary School</b><br>1537 Ohio St.<br>Watertown, NY 13601<br>Fax: 315-779-5502 Ph: 315-785-3755       | <b>CSE OFFICE</b><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"/> <b>PRINCIPAL</b><br><b>Starbuck Elementary School</b><br>430 E Hoard St<br>Watertown, NY 13601<br>Fax: 315-779-5472, Ph: 315-785-3765 | <b>HOMESCHOOL OFFICE</b><br><b>Watertown City School District</b><br>1351 Washington St.<br>Watertown, NY 13601<br>Fax: 315-785-6855 Ph: 315-785-3708<br>Email: homeschool@watertowncsd.org |

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

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