



**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"/> 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><br>1351 Washington St.<br>Watertown, NY 13601<br>Fax: 315-785-3769 Ph: 315-785-3789       | <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"/> PRINCIPAL<br><b>Starbuck Elementary School</b><br>430 E Hoard St<br>Watertown, NY 13601<br>Fax: 315-779-5472, Ph: 315-785-3765 |  |

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

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