



**Records Request Information**

The Horseheads Central School District has received a withdrawal notification from the parent/guardian of the children listed below.

Child's Name \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_

Child's Name \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_

Child's Name \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_

Child's Name \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_

Child's Name \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_

Child's Name \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_

Please contact us at the below numbers to request records when the above named children register in your school district. We will be happy to forward copies of the students' academic and health records to your district.

<u>School Name (grade levels taught)</u>	<u>Telephone</u>	<u>Fax</u>
Big Flats Elementary (grades K – 4)	(607) 739-6373	(607) 795-2555
Center Street Elementary (grades K – 4)	(607) 795-2580	(607) 795-2585
Gardner Road Elementary (grades K – 4)	(607) 739-6347	(607) 795-2545
Ridge Road Elementary (grades K – 4)	(607) 739-6350	(607) 795-2485
Horseheads Intermediate School (grades 5 & 6)	(607) 739-6366	(607) 795-2495
Horseheads Middle School (grades 7 & 8)	(607) 739-6357	(607) 795-2525
Horseheads High School (grades 9 – 12)	(607) 795-2500	(607) 795-2515

Thank you for your cooperation.

Sincerely,

*Karen McLain*

Central Registrar and  
Information Specialist  
(607) 739-5601 ext 4251