



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 numbers below 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.

<i>School Name (grade levels taught)</i>	<i>Telephone</i>	<i>Fax</i>
Big Flats Elementary (grades K – 4)	607-739-6373	607-795-2555
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,

Genie Connel

Central Registrar and Information Specialist

607-739-5601, ext 4251

gconnel@horseheadsdistrict.com