

WEST GENESEE CENTRAL SCHOOL DISTRICT
300 Sanderson Drive - Camillus, New York 13031
STUDENT RECORDS REQUEST

Previous School: _____ **Date Requested:** _____

School Address: _____ **City:** _____ **State:** _____ **Zip:** _____

School Phone: _____ **School Fax:** _____

Please exit student prior to the **projected enrollment start date*** listed below in order to avoid simultaneous/overlapping enrollment of this student at two districts within NYS.

Student Name: _____ **Grade Entering:** _____ **Date of Birth:** _____

Registration Date: _____ **Projected Enrollment Start Date*:** _____

Did this student receive a 504 Plan (please return with requested documents)? Yes No

Did this student receive Special Educational Services (please return with requested documents)? Yes No

For this student please send (by facsimile, email or postal service) all academic and health records as listed below:

- Current Report Card
- Grades at time of withdrawal
- Transcript of Grades
- Individualized Education Plan (IEP)
- Lab Hour Documentation **Required** for NYS Science exams
- Standardized Test Results
- Achievement Test Results
- State Assessments
- Academic Intervention Services (AIS)
- Health Appraisal & Immunization Records
- Discipline/Conduct Reports
- Regents Competency Test Results
- ELL Eligibility Records

Copies of the completed labs or official record (letter from teacher or principal) stating the number of lab hours completed to date is required to determine student eligibility for required NYS exams

Send or fax all records to the school location checked below:

West Genesee High School
5201 West Genesee Street
Camillus, NY 13031
Phone: (315)-487-4645
Fax: (315) 487-2275
Email: CDoucette@westgenesee.org

West Genesee Middle School
500 Sanderson Drive
Camillus, NY 13031
Phone: (315) 487-4622
Fax: (315) 487-4618
Email: PTarkulich@westgenesee.org

Camillus Middle School
5525 Ike Dixon Road
Camillus, NY 13031
Phone: (315) 672-8381
Fax: (315) 672-8179
Email: NBoise@westgenesee.org

East Hill Elementary School
401 Blackmore Road
Camillus, NY 13031
Phone: (315) 487-4648
Fax: (315) 487-5499
Email: EFarley@westgenesee.org

Onondaga Road Elementary School
703 Onondaga Road
Syracuse, NY 13219
Phone: (315) 487-4653
Fax: (315) 487-2598
Email: CRotunno@westgenesee.org

Stonehedge Elementary School (K-2)
400 Sanderson Drive
Camillus, NY 13031
Phone: (315) 487-4633
Fax: (315) 487-4699
Email: STschernjowski@westgenesee.org

Split Rock Elementary School
4151 Split Rock Road
Camillus, NY 13031
Phone: (315) 487-4656
Fax: (315) 487-5394
Email: JPrice@westgenesee.org

District Registrar
300 Sanderson Drive
Camillus, NY 13031
Phone: (315) 487-4683
Fax: (315) 487-2999
Email: EConboy@westgenesee.org

Stonehedge Elementary School (3-5)
400 Sanderson Drive
Camillus, NY 13031
Phone: (315) 487-4631
Fax: (315) 487-4632
Email: L Farella@westgenesee.org

If a student has an IEP (Individual Education Plan), please send all special education and/or psychological records directly to :

Director of Special Education
c/o Camillus Middle School
5525 Ike Dixon Road
Camillus, NY 13031
Phone: (315) 487-4698
Fax: (315) 672-5676
Email: smurray@westgenesee.org

In accordance with the final Regulation - Family Education Rights and Privacy Act (Buckley Act) dated June 17, 1977, it is no longer necessary to obtain written consent to release academic and health records between schools. It states that school officials, including teachers within the educational institution and officials of other schools in school systems in which they intend to enroll, may receive a student's records without written consent for such release. Thank you in advance for your assistance in this matter. If you have any questions, please call our offices at the numbers provided above.