



Central Square Central School District

44 School Drive
Central Square, NY 13036

STUDENT RECORDS REQUISITION
www.cssd.org

School Name: _____ Date: _____

District Name: _____ Fax: _____

The following student has registered in our school district for the school year _____.

Name: _____ DOB: _____ Grade: _____
Registration Date: _____ Enrollment Start Date: _____ Student ID#: _____

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

- Current Report Card
- Standardized Test Results
- Health Records
- Grades at time of withdrawal
- Achievement Test Results
- Conduct Reports
- Transcript of Grades
- Regents Competency Test Results
- Academic Intervention Services (AIS)
- State Assessments

Send all records to the school location checked off below:

A.A. Cole Elementary
1683 State Route 49
Constantia, NY 13044
Phone: 315.668.4030 Fax:
315.668.4037 Email:
mlucas@cssdapps.org

Brewerton Elementary School
9530 Brewerton Road
Brewerton, NY 13029
Phone: 315.668.4201
Fax: 315.668.8175 Email:
champson@cssdapps.org

Central Square Middle School
248 US Route 11
Central Square, NY 13036
Phone: 315.668.4218 Fax:
315.668.7181 Email:
aschouten@cssdapps.org

Hastings-Mallory Elementary
93 Barker Road
Central Square, NY 13036
Phone: 315.668.4252 Fax:
315.668.4299 Email:
dparrotte@cssdapps.org

Millard Hawk Elementary
74 School Drive
Central Square, NY 13036
Phone: 315.668.4310
Fax: 315.668.4356
Email: msmiedy@cssdapps.org

Paul V. Moore High School
44 School Drive
Central Square, NY 13036
Phone: 315.668.4231 x53033
Fax: 315.668.4332 Email:
noreilly@cssdapps.org

If student has an IEP (Individual Education Plan) or 504 Plan, please send all Special Education and/or psychological records directly to:

Pupil Personnel Services
44 School Drive
Central Square, NY 13036
Phone: 315.668.4220 x70237
Fax: 315.668.7207

Per the Final Regulation – Family Rights and Privacy Act (Buckley Act), dated June 17, 1977, it is not necessary to obtain written consent to release records between schools. It states that the 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.

Signature of Parent/Guardian: _____

Date: _____