

Voluntary Registered Nonpublic Nursery Schools & Kindergartens

**Contact Information Form**

*Revised 04/2019*

The Education Department’s policy is to use e -mail for all bulk correspondence to registered schools, so it is important that we have the correct email address for your school and all designated staff. **Please complete the below in its entirety**.

In addition, **during the school year**, this form should be used to report immediately to the Department changes in Educational Director, Administrative Director, and other school contact information. This form can be submitted by e-mail to: [oel@nysed.gov](mailto:oel@nysed.gov) or by via fax to (518) 473 -7737.

We appreciate your ongoing attention to this matter. Thank you.

|  |  |
| --- | --- |
| **School Name** |  |

|  |  |
| --- | --- |
| **Educational Director Name** |  |
| Email Address |  |
| Telephone Number & Ext. |  |
| Fax Number |  |

|  |  |
| --- | --- |
| **Administrative Director Name** |  |
| Email Address |  |
| Telephone Number & Ext. |  |
| Fax Number |  |

|  |  |
| --- | --- |
| **Other School Administrator Name** |  |
| Title |  |
| Email Address |  |
| Telephone Number & Ext. |  |
| Fax Number |  |

|  |  |
| --- | --- |
| **Site Director(s) Name** |  |
| **Owner** |  |
| **Board President** |  |

**For a new Educational Director, the following documents must be submitted along with this form:**

* Completed Staff Background Form
* Copy of Teacher Certification Certificate
* Resume or written narrative that provides evidence of instruction and/or experience in supervision and administration.

**For a new Administrative Director, the following document must be submitted along with this form:**

* Staff Background From