

# Residential School Contact Information

**Instructions:** The New York State Education Department (NYSED) is requesting updated contact information so we can ensure that proper actions are taken to assure the health and safety of students who may be named in reportable incidents that were reported to the New York State Justice Center. Please complete the contact information for each residential school site and return this form via email to NYSED's Incident Management Unit at [IncidentManagement@nysed.gov](mailto:IncidentManagement@nysed.gov). In an effort to keep contact information current, please update this form and email it to the Incident Management Unit as needed.

Name of Residential School:	
Location of Residential School (school address):	
School Phone Number:	
School Superintendent/Education Director Name:	
Phone number:	Email:
Building Principal Name:	
Phone number:	Email:

**Contact for Immediate Protections Safety Assessment:**

Name:		Title:	
Work Phone:	Cell:	Email:	

**During School Hours (provide at least 2 contact persons):**

Name:		Title:	
Work Phone:	Cell:	Email:	

Name:		Title:	
Work Phone:	Cell:	Email:	

**After School Hours<sup>1</sup> (provide at least 2 contact persons):**

Name:		Title:	
Work Phone:	Cell:	Email:	

Name:		Title:	
Work Phone:	Cell:	Email:	

<sup>1</sup> After school hours means any time the school is not in operation (i.e., after school, evenings, weekends, holiday breaks).