**UPK Contact Information Update**

It is the policy of the NYS Education Department (SED) to use e-mail for all bulk correspondence to school districts, including but not limited to policy notices, applications, funding opportunities and important deadlines. Therefore, it is imperative that we have correct contact information, including email addresses on file. Completed forms may be emailed to [oel@nysed.gov](mailto:oel@nysed.gov) or faxed to 518-473-7737. Thank you.

|  |  |  |  |
| --- | --- | --- | --- |
| **District Name** |  | **BEDS Code** |  |

**Superintendent** (required)

|  |  |
| --- | --- |
| Prefix | Dr  Miss  Mr  Mrs  Ms |
| Full Name |  |
| E-mail Address |  |
| Phone & Ext. |  |

**Fiscal Contact** (required)

|  |  |
| --- | --- |
| Prefix | Dr  Miss  Mr  Mrs  Ms |
| Full Name |  |
| Title |  |
| E-mail Address |  |
| Phone & Ext. |  |

**Primary UPK Program Contact** (required)

|  |  |
| --- | --- |
| Prefix | Dr  Miss  Mr  Mrs  Ms |
| Full Name |  |
| Title |  |
| E-mail Address |  |
| Phone & Ext. |  |

**Additional Program Contact** (optional)

|  |  |
| --- | --- |
| Prefix | Dr  Miss  Mr  Mrs  Ms |
| Full Name |  |
| Title |  |
| Email Address |  |
| Phone & Ext. |  |

**Additional Program Contact** (optional)

|  |  |
| --- | --- |
| Prefix | Dr  Miss  Mr  Mrs  Ms |
| Full Name |  |
| Title |  |
| Email Address |  |
| Phone & Ext. |  |

*DRC \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_*