



P-12 Education
 Office of Early Learning
 89 Washington Avenue - Room 319 EB
 Albany, NY 12234
 Tel. (518) 474-5807 / Fax: (518) 473-7737

**Nonpublic Nursery Schools and Kindergartens
 Contact Information Request**

The Education Department's policy is to use e-mail for all bulk correspondence to registered schools, so it is imperative that we have the correct email address for your school and/or 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 administrative director, educational director and other school data. This form can be submitted via fax to (518) 473-7737, by e-mail: ael@nysed.gov, or by mail to:

NYS Education Department
 Office of Early Learning
 89 Washington Avenue, 319 EB
 Albany, NY 12234

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

Name of School:			
Mailing Address:			
City/Town:		Zip Code:	
Ms. <input type="checkbox"/>	Mr. <input type="checkbox"/>	Dr. <input type="checkbox"/>	Mrs. <input type="checkbox"/>
		Rabbi <input type="checkbox"/>	Other <input type="checkbox"/> _____
Educational Director:			
Telephone Number:		Ext:	Fax #:
E-mail Address:			
Ms. <input type="checkbox"/>	Mr. <input type="checkbox"/>	Dr. <input type="checkbox"/>	Mrs. <input type="checkbox"/>
		Rabbi <input type="checkbox"/>	Other <input type="checkbox"/> _____
Administrative Director:			
Telephone Number:		Ext:	Fax #:
E-mail Address:			