



P-12 Education  
Office of Early Learning  
89 Washington Avenue - Room 320 EB  
Albany, NY 12234  
Tel. (518) 474-5807 / Fax: (518) 473-4884

### 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) 473-4884, by e-mail: [ael@nysed.gov](mailto:ael@nysed.gov), or by mail to:

NYS Education Department  
Office of Early Learning  
89 Washington Avenue, EB 320  
Albany, NY 12234

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

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