Preschool/Childcare Information Retrieval Number (IRN) requests

Information for the organization requesting the update/creation of an IRN:

Name of Organization _____________________________________________________________________________
IRN of Organization ________________ Phone Number(____)_________________ Fax (optional) (____)___________
First and last name of person completing this form_____________________________________________________
e-mail address of person completing this form_________________________________________________________________ 

Request for a new IRN:

☐ Educational Service Center: The ESC will operate a new Preschool program and/or a new SACC program at an address that does not have an IRN under its hierarchy in the Ohio Educational Directory (OEDS).

☐ Chartered Nonpublic School: A Charter Nonpublic School will operate a new preschool and/or a new SACC program in a building that does not currently have an IRN for the physical address location.

New program name____________________________________________________________________________
New program physical location/street address ______________________________________________________
City __________________________________ Zip code___________________ Phone (____)___________
School district where program will be located____________________________ County______________________

Request to update an IRN:

Site IRN for the address that is currently licensed______________ Start date at new address __/__/______
New program name____________________________________________________________________________
School district where program will be located________________________________________________________
New program physical location/street address_________________________________________________________________
City: ____________________________ County________________ Zipcode: _______________ Phone: ________________

Please e-mail this completed form to: OELSR.Licensing@education.ohio.gov

Please direct questions to the Office of Early Learning and School Readiness program licensing (614) 502-7535

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