

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