



Ohio Administrative Code

Rule 109:5-2-06 Lists to be compiled, maintained, and updated.

Effective: December 2, 2025

(A) The department of education and workforce shall compile, maintain, and update in January and July of each year the following information:

(1) The name, address and telephone number of each school district, by county, and the name of the superintendent of the board of education of each school district, and the fax number of said individual, if one is available;

(2) The name, address and telephone number of each chartered nonpublic school, by county, and the name of the appointing or hiring officer of each chartered nonpublic school, and the fax number of said individual, if one is available;

(3) The name, address and telephone number of each licensed preschool program, by county, and the name of the director, head teacher or elementary principal of each preschool program, and the fax number of said individual, if one is available.

(B) The department of higher education shall compile, maintain, and update in January and July of each year the name, address and telephone number of each state institution of higher education as defined in section 3345.011 of the Revised Code, each private non-profit college or university located in this state possessing a certificate of authorization from the department of higher education pursuant to Chapter 1713. of the Revised Code and each school certified under Chapter 3332. of the Revised Code, by county, and the name of its president or other chief administrative officer, and the fax number of said individual, if one is available.

(C) The department of children and youth shall compile, maintain, and update in January and July of each year the following information:

(1) The name, address and telephone number of each child day-care center, type A family day-care home, and licensed type B family day-care home, by county, and the name of the administrator or



provider of the center or home, and the fax number of said individual, if one is available;

(2) The name, address and telephone number of each public children services agency and the name of the executive director at each agency, and the fax number of said individual, if one is available.

(D) The department of education and workforce, the department of higher education, and the department of children and youth shall provide the compiled, maintained, and updated information to a sheriff or a sheriff's designee when requested. This information may be requested by telephone, mail, fax, electronically or in person. The sheriff or the sheriff's designee may make an on-going request for such information, and, if an on-going request is made, the information shall be provided each time it is updated, without requiring subsequent requests. For purposes of this paragraph, the county sheriffs may designate an individual or association to request or receive the information. If a designee obtains the requested information, it shall, as soon as administratively possible, forward that information to the appropriate county sheriff.