

TO: HUMAN RESOURCE DEPARTMENT

Attention: Brianna Moran (*Certified Staff*)
Nichole Conaway (*Classified Staff*)

RE: Change of Name and/or Address

Please Note: If you are both an employee and a district parent, you will be required to change your address with the school(s) that your child(ren) attend. Proof of residence or additional forms may be required.

CHANGE OF NAME AND/OR ADDRESS FORM

Today's Date: _____ Effective Date of Change(s): _____

Current Legal Name: _____

New Legal Name with Changes* (*if applicable*): _____

☐ Correction for Error in Spelling ☐ Change Due to Marriage ☐ Change Due to Divorce ☐ Legal Change of Name

***Please Note:** For a change of name, you must provide in person, the certified legal documentation (*marriage license, divorce decree, or other documentation*) showing proof of the name change as well as your newly issued Social Security Card to update your I-9 Form.

New Address: _____
(Street Address) (Apt / Lot / Trlr / PO Box # - **Please Specify**)

(City) (State) (Zip)

Phone Number(s): ☐ Home Phone: (_____) _____ - _____
☐ Cell Phone: (_____) _____ - _____
☐ Other Phone: (_____) _____ - _____

Please indicate which number you prefer listed as your primary phone number by checking the box.

Assigned Building: _____

Employee Type: ☐ Teacher ☐ Custodial/Maintenance ☐ Food Service
☐ Substitute ☐ Admin Asst/Clerk/Para ☐ Other: _____

For a Change of Name: The following areas of Data Processing will be changed once this form has been routed through the Human Resource Process: ☒ Network Login/Drive ☒ Skyward/Infinite Campus Access ☒ Email* ☒ Phone

*Your email login/account name will be changed. If you have concerns regarding the timing of changes to your email account so that those sending you email can be notified of the change in advance, please contact the IT Department.

Signature: _____ Date: _____

Please Note: This form will change your name/address with the following departments: Administrative and Human Resources, Payroll; Benefits, Accounts Payable, and Data Processing. **You will need to inform your building Administrative Assistant and/or immediate supervisor of this change.**

For HR Department Use Only:

☐ Marriage Certificate Verified ☐ Divorce Decree Verified ☐ Social Security Card Verified
☐ cc Payroll Department ☐ cc Benefits Department ☐ cc Accounts Payable