

WHEATLAND SCHOOL DISTRICT

CHANGE OF NAME/ADDRESS FORM

Employee ID # _____

New Name: _____ (please print)		
New Address: _____		
City _____	State _____	Zip _____
New Phone #s: _____		

Former Name: _____ (please print)		
Former Address: _____		
City _____	State _____	Zip _____
Former Phone #s: _____		

EMPLOYEE SIGNATURE: _____ DATE: _____

Note: address changes are made by the employee for CVT and STRS through their websites.

- _____ COPY OF OFFICIAL DOCUMENT
(ie: marriage certificate, divorce document, adoption paper, social security card)
- _____ UPDATE WSD COMPUTER SYSTEM
- _____ UPDATE OFFER OF EMPLOYMENT
- _____ UPDATE PERSONNEL CARD
- _____ UPDATE PERSONNEL FILE
- _____ UPDATE SUB SYSTEM
- _____ UPDATE PERS SYSTEM

RECEIVED BY: _____

DATE RECEIVED: _____