



DENVER
PUBLIC
SCHOOLS

Human Resources
Find. Grow. Magnify. Retain.

Dear Name,

Please take a moment to review the employee information below we have on file for you as of Oct. 30. Having up-to-date information allows DPS to communicate with team members and to generate reports required by federal law. If this information is not accurate, please follow the instructions provided below for updating it.

Full Name

Ethnicity

Hispanic or Latino Origin: YES/NO
Native American or Pacific Islander: YES/NO
Asian: YES/NO
American Indian of Alaska Native: YES/NO
Black or African American: YES/NO
White: YES/NO

Mailing Address

Address line 1
Address line 2
City
State
Postal code

Personal Email Address

Email address

Phone

Home phone number

Emergency Contact

Emergency Contact #1 Emergency Contact #2

W2/1095-C Electronic Delivery?

YES/NO

If the above information is accurate, you do not need to take any action. If any of this information is incorrect or missing, please follow [these instructions](#) to [log in to Infor HR](#) to update your information by Friday, Nov. 9.

The address listed above is where DPS will mail your W2 and 1095-C. Please ensure your address is correct. You have the option to opt in for electronic delivery of those documents. If it says "NO" next to the "Electronic Delivery" and you would like to opt in for electronic delivery, please follow [these instructions](#) to sign up.

If you have questions, contact HR Connect at connect_humanresources@dpsk12.org or call 720-423-3900.

Thank you for your support in ensuring data accuracy.

*Regards,
Ellen Rehmar
Executive Director, HR Operations*