TSC Employee
Change of Personal Information

I am making the following changes:
☐ Name ☐ Address ☐ Phone ☐ Email

Employee#: _____   Date: _____

Job title: _____   Location: _____

Name: _____   _____
         (Signature)   (Printed)

Name change:
Please Note: You must attach a copy of a marriage license, divorce decree, or court order.

From: _____   To: _____

If name change, does this change affect an existing TSC email account?

☐ Yes (If yes, please provide middle initial: _____)   ☐ No

Date effective for email change: _____

Previous address: ## New address:
Street: _____   Street: _____
City: _____   City: _____
State: _____   State: _____
Zip: _____   Zip: _____

Phone change: ## Email add/change:

Landline: _____   Address: _____
(Area Code +)

Cell phone: _____

Effective date: _____
                        (Date)

All	Certified	Classified	Food Service	Substitute	Email	Route To File
☐ Colleen	☐ Julie	☐ Tonia	☐ Andrea	☐ Julie	☐ Gail E.	Certified: Julie
☐ Elaine						Classified: Tonia
☐ Gail C.						Substitute: Julie
☐ Karmen						
☐ Amber						

4.18.2016