



## CHANGE OF NAME/ADDRESS/TELEPHONE NUMBER

ELK GROVE UNIFIED SCHOOL DISTRICT • HUMAN RESOURCES  
 9510 Elk Grove-Florin Road Room 103, Elk Grove, CA 95624 (916) 686-7795

Name:			Certificated Employee
EIN: (Required) <small>Employee Identification Number</small>			Classified Employee
Date of Birth:			Substitute Employee

Street Address		Apt. #	
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City		State		Zip	
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Home Phone	(    )	
Cell Phone	(    )	
Home Email		

Signature:		Date:	
Effective Date of Change:			

### ...NAME CHANGE...

**Name Change\*:** If you are changing your name as a district employee, you **MUST** bring your original social security card to HR with this form for inspection and copying.  
 (HR only: Please attach copy of SS card to this form.)

Change employee name from: \_\_\_\_\_

To:      Last Name \_\_\_\_\_      First Name \_\_\_\_\_      Middle Initial \_\_\_\_\_

c: Payroll

Nancy Newbold (Certificated Name Changes only)

Revised 9/20/16