

PROCEDURE - CHANGE OF NAME AND/OR ADDRESS (F.HR.03)

- 1) Go to the forms page on the GCC website at <http://www.gcccharters.org/staff/changeOfAddress.pdf>. and open the Change of Name and/or Address form.
- 2) Complete the form and attach any necessary information:
 - a. For name changes, a copy of the Social Security Card with the new name is required.
 - b. Credentialed teachers must change the name on their credential through the CTC prior to changing their name with GCC.
- 3) Submit the form, and any attachments, to GCC Human Resources.
- 4) Human Resources will review the form to ensure the form is complete, signed and includes the proper documentation, if applicable.
 - a. If complete, Human Resources will process the change.
 - b. If not complete, Human Resources will send the form back to the employee with an explanation.
- 5) After processing, the form is placed in the Employee's Personnel file.