



## ADDRESS/NAME CHANGE FORM

\_\_\_\_\_  
First Name (Print)

\_\_\_\_\_  
Last Name (Print)

**Work Location:**  CCCS C/NS  COA Elementary  COA Middle School  EPIC  Futures HS  GIS  GCC Central Office  All GCC Sites (Subs)  HLA  SAVA SCUSD (PI/SC)  SAVA EGUSD (EG)  SAVA TRUSD (FH/NM)

**Position Title:**  Teacher (All)  Specialist (All)  Para Educator (All)  Playground Assistant  Custodian  Campus Monitor  Clerk 1  Site Manager  Registrar

Other: \_\_\_\_\_

### New Address

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Apt#

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

### New Name

\_\_\_\_\_  
First Name (Print)

\_\_\_\_\_  
Last Name (Print)

### Additional Change

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_  Cell  Home

### Employee Signature to Authorize HR to Change Above Information

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

**\*ALL employees** – Bring your new social security card and your new driver's license with the new name, this must be presented with this form.

**\*Credentialed employees** – You must use the name that appears on your credential unless an official name change has been completed with the Commission on Teaching Credentialing CTC or Sacramento County Office of Education. ALL documents, payroll, personnel records, STRS records, school rosters and registers must carry the legal name until you have completed a name change.

### Human Resources Use Only

- |   |   |
|---|---|
| <input type="checkbox"/> Updated QSS  | <input type="checkbox"/> Email Business Services (Reimbursements) |
| <input type="checkbox"/> Updated Benefits (if applicable)   | <input type="checkbox"/> Updated Aesop Spreadsheet (Name Only)    |
| <input type="checkbox"/> Kaiser <input type="checkbox"/> WHA <input type="checkbox"/> Delta Dental <input type="checkbox"/> VSP <input type="checkbox"/> Unum |   |
| <input type="checkbox"/> Updated Retirement System (if applicable)  |   |
| <input type="checkbox"/> Updated EE File  | Initials: _____   |
| <input type="checkbox"/> Updated SafeSchools Training   | Date Updated: _____   |
| <input type="checkbox"/> Updated GCC Website  |   |