



CHARLOTTESVILLE CITY SCHOOLS

Name or Address Change Form

Change From:

Name _____

Address _____

Cell Phone _____

Home Phone _____

Change To:

Name _____

Address _____

Cell Phone _____

Home Phone _____

Note: If you are changing your name, you must provide something to the Office of Human Resources showing that your name has been legally changed (i.e. marriage certificate, updated driver's license, or divorce decree).

Employee Name _____

Employee Signature _____

Date _____

Work Location _____

Position _____

Last 4 Digits of Social Security # _____

For Human Resources Use Only:

AS400 _____ VBAS _____

HR Initials _____ Date Updated _____