



# 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 \_\_\_\_\_