

MUSKEGO-NORWAY SCHOOLS – EMPLOYEE CHANGE OF PERSONAL INFORMATION

PLEASE CLICK INTO THE FIRST CELL TO BEGIN ENTERING DATA. USE THE 'TAB' KEY TO MOVE TO THE NEXT CELL.

NAME	CURRENT DATE	DATE OF CHANGE	BUILDING
CURRENT POSITION			
REASON FOR CHANGE: (CHECK ONE)			
<input type="checkbox"/> I have moved <input type="checkbox"/> Marital Status Change ¹ <input type="checkbox"/> New Telephone Number <input type="checkbox"/> Other _____			
NEW NAME (IF APPLICABLE)		NEW PHONE	
NEW ADDRESS		NEW CELL PHONE	
NEW CITY, STATE, ZIP		HOME E-MAIL ADDRESS	
<p>Permission to publish your information: please understand we will publish your name, home address, home phone number, building and building extension for staff use only. You may request a non-published home address and/or phone number by checking the following:</p> <p style="text-align: center;"> <input type="checkbox"/> DO NOT PUBLISH MY HOME ADDRESS <input type="checkbox"/> DO NOT PUBLISH MY HOME TELEPHONE NUMBER </p>			
OFFICE USE ONLY <input type="checkbox"/> AESOP <input type="checkbox"/> BUSINESS DEPT <input type="checkbox"/> PERSONNEL CARD FILE <input type="checkbox"/> PERSONNEL FILE <input type="checkbox"/> SKYWARD <input type="checkbox"/> TECHNOLOGY			

¹ If you have a legal name change, please contact HR and you will be mailed important information regarding the documentation required to change your name on your district records.