

KPS EMPLOYEE DEMOGRAPHIC CHANGE OF NOTICE

When to use this form: If you have had a name change (married / divorced), have a new mailing address, phone number, have new emergency contacts.

Name or Address Change:

Employee Name: _____

New Name: _____ **

**** (If last name changes, a new social security card must be brought to the Central Office.**

Address: _____

Phone: _____

What Building do you work in: _____

Emergency Contact Updates:

#1 Name: _____

Relationship: _____

Home Phone: _____ Cell: _____

#2 Name: _____

Relationship: _____

Home Phone: _____ Cell: _____

Central Office Use Only:

Copy: Building Secretary, Keely, Christine, Rose

Changed in AESOP: _____

Changed in ADS: _____

Updated I9: _____

Updated Staff Directory: _____