



**HUMAN RESOURCE SERVICES**

440 East 100 South  
Salt Lake City, Utah 84111  
801.578.8340

## EMPLOYEE NAME CHANGE REQUEST

Date: \_\_\_\_\_

ID # : \_\_\_\_\_

Current Name: \_\_\_\_\_

New Name: \_\_\_\_\_

School Location: \_\_\_\_\_ Position: \_\_\_\_\_

Required documentation: **NEW Social Security Card**

**The name change will be made only when all documentation has been received. Please e-mail this form and a color scan/photo of the new social security card to [HRVOE@slcschools.org](mailto:HRVOE@slcschools.org) and put *EMPLOYEE NAME CHANGE in the email subject line.***

The information you are providing to the Human Resource Services office will update your Legal Name in the following places: **HR system, Email account & Aesop (Teachers only).**

Programs such as PowerSchool, School Dude, Wonders, etc. are not able to be updated by HR. You will need to contact the IT HELP DESK at 801-578-8224 for assistance.

I understand that I will need to contact the Help Desk to make changes to all other accounts.

Employee Signature: \_\_\_\_\_

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