



Cleveland ISD Human Resources
316 E. Dallas St.
Cleveland, Texas 77327
Phone 281-592-8717
Fax 281-592-8283

Request to Change Information

New Information:

Name: _____

Address: _____

Apt. # _____

City, Zip: _____

Home Phone #: _____

Cell Phone #: _____

Last Four Digits of SS#: _____

Employee ID#: _____

Old Information:

Name: _____

Address: _____

Apt. # _____

City, Zip: _____

Home Phone #: _____

Cell Phone #: _____

Please change the above information within my personal file with CISD.

Signature Date

For Office Use:

Aesop/VeriTime: _____ eFinance: _____ Benefits/Insurance: _____

Curr./Inst: _____ Technology: _____ Payroll: _____ e-file: _____

HR Employee Signature Date