

Name/Address Change
Kenton County School District
Human Resources Department
1055 Eaton Drive
Ft Wright, KY 41017
859-344-8888

Employee Name: _____

Employee Number: _____

Employee Location: _____

Please check one:

Certified: ☐ Classified: ☐ Substitute/Other: ☐

Name Change: Changes cannot be made without a copy of the new Social Security Card.
Please attach when submitting this form.

New Name:

Former Name:

Address Change:

New Address:

Street

City

State

Zip

County of Residence: _____

Former Address:

Street

City

State

Zip

Personal Email Address: _____

Phone Number: _____

Benefits Information: Please check all benefits currently enrolled in, all agencies will be notified of your change.

<input type="checkbox"/>	Health Insurance
<input type="checkbox"/>	Retirement: <input type="radio"/> KTRS or <input type="radio"/> CERS
<input type="checkbox"/>	Benefits Resource Group Plans
<input type="checkbox"/>	Delta Dental
<input type="checkbox"/>	Avesis Vision
<input type="checkbox"/>	Other: _____

Employee Signature

Date

HR Signature

Date

Please return completed form to Human Resources