

Davie County Schools

220 Cherry Street | Mocksville, NC 27028
336.751.5921 | Fax 336.751.9013

GoDavie.org



Change of Name/Address Form

If your name has changed, copies of your NEW social security card, NEW driver's license, Marriage certificate, or Divorce decree must be turned in to your site bookkeeper with this form.

No records can be changed until all paperwork is turned in to HR/Benefits at county office.

Complete if Name has changed:

Old Name: _____ New Name: _____

Complete if address or phone has changed:

New Street Address: _____

New City, State, Zip: _____ Phone: _____

Changing Name/Address/Phone information for Health Benefits online:

- shpnc.org
- eBenefits for Enrollment
- Access your benefits via eBenefits
- Login
- Enroll now (blue box)

Completing Online Forms for all Other Benefits: Return **originals to Crystal Shoffner**

- DCS website: www.godavie.org *Court Documents must accompany all forms except for address changes*
- Department
- Finance
- Benefits

Employee ID: _____ Site: _____ Position: _____

Employee Signature: _____ **Date:** _____

At School/Site Level:

- Employee emergency information updated
- All forms collected and above information reviewed with employee

Signature: _____ Date: _____

HR Use Only:

HR Signature: _____ Date: _____



Cooleemee Elementary School | Cornatzer Elementary School | Mocksville Elementary School | Pinebrook Elementary School
Shady Grove Elementary School | William R. Davie Elementary School | North Davie Middle School | South Davie Middle School
William Ellis Middle School | Central Davie Academy | Davie County Virtual School | Davie County High School | Davie County Early College