



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 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 & Smart Find Express (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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www.slcschools.org