

Des Plaines Elementary School District 62
777 Algonquin Road
Des Plaines, Illinois 60016

PERSONNEL CHANGE REQUEST FORM

NAME CHANGE

Name changes may only be made through the Human Resources Department at Administration. Please have your name changed through the Social Security office (located at 705 North Wheeling Road in Prospect Heights). Bring the new SS card to Administration along with your photo ID. You will need to sign a form so this must be done in person.

ADDRESS CHANGE

Please legibly complete and submit this form to the Human Resources Department at Administration.

Legal Name _____ Last 4 digits of SS# _____

School _____ Phone _____

Address _____

City, State, Zip Code _____

Effective Date _____

-FOR ADMINISTRATION OFFICE USE ONLY-

____ Personnel ____ Benefits ____ Union ____ Tech ____ Payroll ____ Sub Service ____ Accounts Payable