SABINE INDEPENDENT SCHOOL DISTRICT

Mr. Stacey Bryce, Superintendent of Schools

5424 FM 1252 W, Gladewater, Texas 75647

Telephone: (903) 984-8564 Fax: (903) 984-6108

www.sabineisd.org

PERSONNEL CHANGE NOTICE

(Complete and Send to TRACY CALVIT, Central Office)

Employee Name:_____**Employee #** _____

SS# _____**Department/Campus:**_____

TYPE OF CHANGE(S) – *mark ONLY those that apply:*

Name____ **Address**___ **Telephone #**____ **Terminated/Resigned**____ **Campus**_____

Transfer ___ **Job Title**_____ **Salary/Wage**_____ **New Hire**____ **Payroll Deduction**____

From:_____**To:**_____

_____ _____

Phone #_____

IF ADDRESS/PHONE CHANGE: ***OK to publish in school directory? Yes or No***
OK for public access? Yes or No

Effective Date of Change: _____

COMMENTS:_____

SALARY (based on application info):_____

Changes after receiving Service Record? ❑ yes ❑ no _____

Employee Signature:_____**Date:**_____

Administrator's Signature:_____**Date:**_____
(if necessary)
Superintendent's Signature_____**Date:**_____
(if necessary)

FOR CENTRAL OFFICE USE ONLY:

ROUTE TO: Tracy _____ **Kevin** _____ **Kim**_____

Updated 10/25/2021