

# Hastings-on-Hudson UFSD

27 Farragut Avenue  
Hastings-on-Hudson, New York 10706  
<http://www.hohschools.org>



*A National Blue Ribbon District of Excellence*

## Emergency Schedule Change Form

In the event of an assignment change due to early dismissal or delayed opening of the school, you will be notified via telephone, email, or both.

Please complete this form and return to the Human Resources department in the Central Office.

EMPLOYEE NAME: \_\_\_\_\_

TEACH ID (if applicable): \_\_\_\_\_

LOCATION/BUILDING: \_\_\_\_\_

PHONE (Best number to reach you): \_\_\_\_\_

EMAIL (Best email to reach you): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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### For Office Use

<u>Human Resources</u>	<u>MLP/AESOP Admin</u>	<u>Data Personnel</u>	<u>Public Relations</u>
Initial: _____	Initial: _____	Initial: _____	Initial: _____
Date: _____	Date: _____	Date: _____	Date: _____