

In order for your legal name to be changed please bring your new social security card and driver's license to ESC for a copy to be made. At that time new tax forms and an official name change form will be filled out.

A replacement badge reflecting your new name will be sent to you in the pony in the next couple of days after this takes place. In addition, the changes will be reported to each department to get your name updated-including your email.

If you have a teaching license or substitute teaching permit, you must also log into [LVIS](#) to change your name on your license/permit. Failure to do so will result in data records being rejected. Your access to IIEP, IILP or Ed-Data (the new replacement for Learning Connection) will be lost. It also means you will be excluded from certified position reporting resulting in none of your classes being counted. This could impact your educator evaluation rating.

To request a name change in LVIS:

1. Log into your [LVIS](#) account.
2. Click **Name Change Request** on the right hand side towards the bottom.
3. Fill out information to **Change Name to**.
4. Select the effective date.
5. Select document type.
6. Upload document.
7. Type notes.
8. Verify information in box is correct.
9. Click **Submit Request**.



Name change request

Date: _____

New Name: _____

Old Name: _____

Building/School: _____

Please log into your Employee Portal account to make changes to your address or phone number.

When an employee has a name change, a new social security card, and driver's license with the new name printed on it will need to be presented to the Human Resources Department.

At that time new tax forms will also be required and a request for a replacement badge will be made. Your new badge will be sent to you in the pony in the next few days and the picture on file will be used.

If you have a teaching license or substitute teaching permit, you must also log into [LVIS](#) to change your name on your license/permit. Failure to do so will result in data records being rejected. Your access to IIEP, IILP or Ed-Data (the new replacement for Learning Connection) will be lost. It also means you will be excluded from certified position reporting resulting in none of your classes being counted. This could impact your educator evaluation rating.

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