

# TORRINGTON PUBLIC SCHOOLS EMPLOYEE DIRECTORY CHANGES

In the event that your name, address, phone number or emergency contacts change, please complete this form and send it to Human Resources. Human Resources will circulate to Payroll, etc.

To: Human Resources  
From (please print): \_\_\_\_\_  
Today's Date: \_\_\_\_\_  
Change Date: \_\_\_\_\_

Circulation – Each department should check off and forward to the next department after recording information.

Human Resources  
 Payroll  
 Benefits  
 Business Services  
 Assistant Superintendent  
 Student Services  
 Technology/E-mail  
 Accountant  
 Human Resources

## **Directory Change**

Name/New Name: \_\_\_\_\_ Old Name: \_\_\_\_\_  
New Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Land-Line Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

## **AlertNow Emergency Alert system**

Automated messages about school events or emergencies (snow days, unplanned early dismissal, etc.).

Use land-line phone above.  Use cell phone above.  Use other number \_\_\_\_\_  
 Don't call me at all.  Don't call me early morning/do call me for emergencies.

Signature (must be signed for AlertNow changes) \_\_\_\_\_

## **Mail**

If you serve at more than one school, this is where you wish to receive interoffice mail.

EA  FB  SW  TF  VO  MS  HS  FC (Forest Court Annex)  MI

## **Emergency Contacts**

Contact: \_\_\_\_\_ Contact number(s): \_\_\_\_\_  
Alternate: \_\_\_\_\_ Contact number(s): \_\_\_\_\_