SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT
HUMAN RESOURCES DEPARTMENT
1450 Gillette Blvd. San Antonio, Texas 78224 (210)977-7040 Fax (210) 921-2185

CHANGE OF ADDRESS NOTIFICATION

SOCIAL SECURITY NUMBER: _____ **EMPLOYEE ID NUMBER:**_____
(Last 4 of SSN required)

Name: _____

***OLD MAILING ADDRESS*:**

_____
Street Address

_____

_____
City, State Zip Code

***NEW MAILING ADDRESS*:**

_____
Street Address

_____

_____
City, State Zip Code

Phone Number: (_____) _____ - _____

A copy of your updated Driver's License is required when submitting your changes.

Signature: _____
(Required before address is updated) Date Signed

**As per TRS, all employees are required to submit a change of address directly with TRS. The change of address form can be found on the TRS website at www.trs.texas.gov.

Updated 3/2022