



INSTRUCTIONS FOR MAKING A NAME CHANGE

To change your official name with Midlothian Independent School District, you must:

- complete the change of name notice; and
- submit the completed form along with a copy of your new social security card to the Human Resources Department.

If you would like to request a new school badge, please submit a help desk ticket with the technology department.

If you need to update your beneficiary on record with Teacher Retirement System ("TRS"), please submit the TRS 15 Designation of Beneficiary form with TRS. You will need to contact TRS for this form.

If you are a teacher or paraprofessional, you have the option of changing your name on your Texas Teaching/Aide Certificate. If you would like information on how to change the name on your certificate, contact the State Board of Educator Certification (SBEC) at 888-863-5880 or www.sbec.state.tx.us.

EMPLOYEE BENEFITS

TO: MISD EMPLOYEES
FROM: INSURANCE DEPARTMENT
SUBJECT: NAME CHANGE FOR BENEFITS

You only have **30 days** from the date of your marriage or other “Qualifying Event” to make changes to your benefit plans.

You can add any newly acquired dependents, terminate your own coverage, or that of your dependents by submitting the required forms and documentation to the Insurance/Benefits Department.

To change the beneficiary on your Employer Paid Life Insurance policy and any Optional life insurance, you will need to log into the Benefit Portal on our website and follow the instructions for naming or changing your beneficiary.

If you have any questions about your options or the forms required, please call Sheri Marrow at: 469-856-5011



NAME CHANGE REQUEST

Date: _____

Former Name of Staff Member: _____

School/Building Assignment: _____

NAME REGISTERED WITH SOCIAL SECURITY: _____

ADDRESS: _____

Last four of SS# / Employee ID

Phone Number

Signature: _____