

Name/Address Change  
Kenton County School District  
Human Resources Department  
1055 Eaton Drive  
Ft Wright, KY 41017  
859-344-8888

Employee Name: \_\_\_\_\_

Employee Number: \_\_\_\_\_

Employee Location: \_\_\_\_\_

Please check one:

Certified:  Classified:  Substitute/Other:

Name Change: Changes cannot be made without a copy of the new Social Security Card. Please attach when submitting this form.

New Name:

\_\_\_\_\_

Former Name:

\_\_\_\_\_

Address Change:

New Address:

\_\_\_\_\_

Street

\_\_\_\_\_

City

State

Zip

County of Residence: \_\_\_\_\_

Former Address:

\_\_\_\_\_

Street

\_\_\_\_\_

City

State

Zip

Personal Email Address: \_\_\_\_\_

New Phone Number:

Benefits Information: Please check all benefits currently enrolled in, all agencies will be notified of your change.

<input type="checkbox"/>	Health Insurance
<input type="checkbox"/>	Retirement: <input type="radio"/> KTRS or <input type="radio"/> CERS
<input type="checkbox"/>	Benefits Resource Group Plans
<input type="checkbox"/>	Delta Dental
<input type="checkbox"/>	Avesis Vision
<input type="checkbox"/>	Other: _____

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Signature

\_\_\_\_\_  
Date

Please return completed form to Human Resources