This form may be emailed, inner-school mailed, or postal mailed to the Human Resources Department only if you are changing your address or phone number.

If you are changing your name, do not mail, email, or intra-school mail this form. You MUST bring this form in person to the Human Resources Department.

WFISD Human Resources Department c/o ***Keli Sims***

1104 Broad Street

Wichita Falls, Texas 76307

940-235-1012

Open Monday – Thursday, 8:00 am – 5:00 pm, Friday 8:00 am – 4:00 pm

WFISD Employee Change of Information

New Name: _____Campus:_____

Former Name: _____ Birth date (required): _____/_____/_____

Current Address: _____

☐ Wichita Falls, TX 763_____ ☐ Other: _____

Phone(s): _____ ☐ Home ☐ Cell _____ ☐ Home ☐ Cell

For Office Use Only

Skyward ____ I-9 ____ HR File ____ Salary Card ____ Tech ____ Badge ___ Appraisal List ____

Email: Payroll _____ Leave _____ Ins _____ Website ____ AESOP_____ PIO_____