DR. JAMES GRAY
SUPERINTENDENT

HUMAN RESOURCES
JEFFERSON PARISH SCHOOLS
501 MANHATTAN BOULEVARD
HARVEY, LOUISIANA 70058
(504) 349-7866
jpschools.org
Email: humanresources@jpschools.org

DONNA W. JOSEPH
CHIEF HUMAN RESOURCES OFFICER

Updated - October, 2025

Change of Address and Name Form

Employee ID:	Last Four (4) of SS#:
School/Department:	Job Title:

Name is currently listed as:	Name **SHOULD BE LISTED** as:
First Name:	First Name:
Middle Name:	Middle Name:
Last Name:	Last Name:

Former Address is currently listed as:	NEW Address **SHOULD BE LISTED** as:
Street #:	Street #:
Street Name:	Street Name:
City:	City:
State:	State:
Zip:	Zip:

Contact Number(s): Please include AREA code.

Home:	Cell:
Personal Email Address:	

_____ _____
Employee Signature Date:

NOTE(1): Please scan/email the completed form and applicable documentation to humanresources@jpschools.org.

NOTE (2): Certificated Employees requesting a name change:

- Must complete an application to have their revised last name changed on their Louisiana Teaching Certification through the Louisiana Department of Education (LDOE) via the following link: https://lep.edlink.la.gov/ . The certificated employee's name on file with Jefferson Parish Schools is required to match the LDOE record.

NOTE (3): Classified Employees requesting a name change:

- Must submit a revised Drivers License and Social Security Card for their name to be officially changed with Jefferson Parish Schools' records.