

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
ADDRESS CHANGE FORM

This form is to be used by employees eligible for personnel information exemption and by current or former employees requesting an address change. **Please note that current and recently separated employees may also update their address via Employee Self-Service (ESS).**

EMPLOYEE NAME:	PERSONNEL #:
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PERMANENT (HOME)/ALTERNATE ADDRESS: This information may be released to the public under Florida Statute 119.071			
PERMANENT ADDRESS:	CITY	STATE	ZIP CODE
HOME PHONE # (Include Area Code):	OTHER PHONE # (Include Area Code):		

<p>CONFIDENTIAL ADDRESS: Florida Public Records law (Florida Statute 119.071) requires government agencies to make available upon request for public inspection most written communications and records, including personnel information about employees except for Social Security number and other specific information. However, some employees are <u>exempt</u> from having selected personnel information disclosed due to their job responsibilities or family relationships. To be exempt from this disclosure, eligible employees must request this exemption and declare their status by completing and submitting a Personnel Information Exemptions Form to the HR Support Services Department.</p> <p><i>Only those employees falling into one of the identified categories on the Personnel Information Exemptions Form are eligible to have selected personnel information exempt from public release</i> – if none of the categories apply to you, you are <u>not</u> eligible to request this exemption.</p> <p>After the personnel exemption is identified, the Confidential Address will be entered. <u>You may provide BOTH an Alternate Address (above) and a Confidential Address (below). However, if only one address is provided, you will still be recorded as a confidential employee and the address of your work location will become your default address.</u></p>			
CONFIDENTIAL ADDRESS (If different from permanent address):	CITY	STATE	ZIP CODE
CONFIDENTIAL PHONE # (Include Area Code):	OTHER CONFIDENTIAL PHONE # (Include Area Code):		

EMPLOYEE SIGNATURE:	DATE:
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Submit completed, signed form to the HR Support Services Department via email (hrrsupportservices@browardschools.com).