

Name/Address Change
Kenton County School District
Human Resources Department
2044 Tuscanyview Dr.
Covington, 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: _____

Cell Phone Number:

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

☐	Health Insurance
☐	Retirement: ☐ KTRS or ☐ CERS
☐	Benefits Resource Group Plans
☐	Delta Dental
☐	Avesis Vision
☐	Other: _____

Employee Signature

Date

HR Signature

Date

Please return completed form to Human Resources