



**PETERSBURG CITY PUBLIC SCHOOLS
DEPARTMENT OF HUMAN RESOURCES**

NAME /ADDRESS/PHONE CHANGE

Name change: Yes ___ No ___

Name: _____

New Name: _____

Location: _____

Employee ID#: _____

Old Address: _____

City/State/Zip Code: _____

New Address: _____

City/State/Zip Code: _____

New Cell Phone Number: _____

New Home Phone Number: _____

Email Address: _____

Department of Human Resources Only

Date received: _____

Date changed: _____

Date copy sent to Business and Finance Office: _____

Signature of authorized personnel: _____