FACULTY AND STAFF NAME CHANGE FORM

PLEASE PRINT

Previous Name: _____ _____ _____
First **Middle** **Last**

Current Name: _____ _____ _____
First **Middle** **Last**

It is so important for your name of all of documents to match, from your payroll to teaching certificate to professional learning database to email address; all need to match. When we complete our CPI reports in the fall and spring errors result in lost time when research has to be undertaken to determine which name is the "accurate one." Please assist us with keeping your information up-to-date. I

If you will send us this form with the required information attached, we will make sure to route it through all of the departments in the central office. Thanks for helping us keep accurate, up-to-date records.

If your name change is due to marriage, you must attach a copy of your marriage license and social security card with your new name on it for payroll purposes.

If you have a name change *due to other reasons*, please attach your social security card with your new name on it.

To request a name change on your teaching certificate you need to go to the Personnel web page on the Ware County Schools website, download the PSC application, complete it and send it to the Personnel Office, Attn: Wendy Kinnon. She will fax the application to the PSC and you will receive your new certificate in the mail. There is no fee for this new certificate. Make sure to send a copy of your new certificate to the Personnel Office to the Attention of Wendy Kinnon and a copy to the Dr. Carolina Faust, Coordinator of Professional Learning.

Technology personnel will issue you a new email address. Once the new email address is activated, they will email you and your old address will no longer be active. Then you will need to send an email to those in your address book so they will be aware of the change.

Routing Information:

Name Change in Payroll:	Date: _____	By: _____
Certificate Name Change:	Date: _____	By: _____
Professional Learning Name Change:	Date: _____	By: _____
Technology Name Change:	Date: _____	By: _____
New Email Address Sent:	Date: _____	By: _____
Form Filed in Personnel File:	Date: _____	By: _____