



**Union-Endicott Central School District
Personnel Department
Employee Information Change**



Information Currently on File with Union Endicott School District

Last Name	First Name	() Phone Number
Address	City, State	Zip Code
Position (Job Title)	Building	

New Information to Be Recorded

I am requesting a change of:

Name*

Address

Phone Number

New Name to be Recorded: _____
Name

New Address to be Recorded: _____

Address	City
State	Zip Code

New Phone Number to be Recorded: () _____
Phone Number

- You are required to report any name change with Social Security as soon as possible
- Professional Staff are required to submit their change to the NYS Department of Education through TEACH
- Both Professional and Support Staff are required to submit your change through the appropriate NYS Retirement System

Signature	Date
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Office Use Only

E-mail Notification
 Card
 New Folder Label
 CQCS
 NYS