



Calhoun County ISD

Change of Information Request

Requirements for processing a name, address, or phone number change:

- Please give this form to **the Personnel Department, Laura DeLaGarza or Kassidy Colliani.**
- Name change – must attach a copy of your **Social Security Card** showing the new name.

Campus: _____ **Employee ID#:** _____

Previous Name: _____

Previous Address: _____

City, State, Zip: _____

Previous Phone #: (_____) _____

New Name: _____

New Address: _____

City, State, and Zip: _____

New Phone #: (_____) _____

Signature: _____

Date: _____ / _____ / _____

The Personnel Department will distribute to the list below.

- | | |
|--|---|
| <input type="checkbox"/> PERSONNEL - Angela Tullos/Laura DeLaGarza/Kassidy Colianni, CC | |
| <input type="checkbox"/> PRINCIPAL/DIRECTOR/SUPERVISOR and ASSISTANT | |
| <input type="checkbox"/> PAYROLL - Shannon Wagner/Sherry Roberts, CC | <input type="checkbox"/> BUSINESS - Robin Martinez/Katy Dudley |
| <input type="checkbox"/> PEIMS - Briana Hardin/Alanis Cantu, CC | <input type="checkbox"/> PAYABLE - Lisa Sanchez, CC |
| <input type="checkbox"/> BENEFITS - Cynthia Partida, CC | <input type="checkbox"/> TECHNOLOGY - Andria Munsch, CC |
| <input type="checkbox"/> KEY MASTER , Marina Flores, CC | <input type="checkbox"/> RECEPTIONIST - Minnie Ruiz, CC |
| <input type="checkbox"/> FEDERAL PROGRAMS - Celeste Dierlam, CC | |