



Employee Name & Address Change Form

Employee Name: _____ Employee ID #: _____

Position/Campus: _____

Name Change

Old Legal Name: _____

New Legal Name: _____

Preferred Name: _____

Reason for Name Change: Marriage Divorce Other: _____

****A legal document and social security card must accompany a name change.****

** All name changes will result in a change to Google Suites and Active Directory settings. Please be aware of these changes when logging into these systems. **

Address Change

Old Address: _____

New Address: _____

Phone #: _____

Emergency Contact _____ Relationship _____

Emergency Contact Phone # _____

___ Publish all information

___ Do not publish information

Signature _____

Date _____

Name and/or Address Change on State Board for Educator Certification (SBEC) Records.

Any certified individual (administrator, teacher, education aide) had 45 days from this date of the name or address change to notify SBEC of this change. The SBEC website is listed below:

www.sbec.state.tx.us

Name change information must be done by personal email. It is the employee's responsibility to make sure that Waco ISD Human Resources is notified of these changes on the SBEC website.