

Community Unit School District 303

Human Resources Department

Employee Name Change

Please PRINT the following information:

Current Name:

First

Middle

Last

New Name:

First

Middle

Last

Marital Status:

_____ Single

_____ Married

To officially change your last name with the District, you must attach a copy of your **new social security card listing your new name and submit along with this form to the Human Resources department.*

***G+ users – after your last name change, please access your G+ profile to determine your correct last name is listed.*

Employee Signature _____ Date _____