

## Personal Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

Last

First

 Certificated  Classified  Management This is a request to change name \* to: \_\_\_\_\_

Last

First

\* Must present original Social Security card showing the name change to HR

 This is a request to change (check all that apply): New Address  New Phone Number  Emergency Contact Info.  Effective Date \_\_\_\_\_

Home Address: \_\_\_\_\_

Street

Apt/Unit#

City

Zip

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Personal Email Address: \_\_\_\_\_

*Important Information in the Event of an Emergency? (Allergies? Medical conditions?):*

Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

1<sup>st</sup> Emergency Contact Information

Full Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Contact Phone(s): \_\_\_\_\_

2<sup>nd</sup> Emergency Contact Information

Full Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Contact Phone(s): \_\_\_\_\_

## Emergency Release Information

In the case of a School Emergency when it was imperative to immediately reach you...

- What cell phone would you be able to receive text messages? \_\_\_\_\_
- Which phone could we leave voicemail on? (circle): \_\_\_\_\_

In the case of an actual disaster, all staff are required to stay on campus until dismissed by the Incident Commander. Please select a preference from the following dismissal options:

- I would prefer to be released as soon as possible due to family/personal needs.
- I can stay for a lengthy period, but would prefer to be released as soon as possible.
- I can stay for as long as needed.

If I am not released immediately, please contact: \_\_\_\_\_

Phone: \_\_\_\_\_

## for Internal Use Only

 EPICS  Keenan  Life/LTD  Per/STRs  AESOP  EmpList  PwrSchool  CALPAD