



DELANO UNION SCHOOL DISTRICT

Rosalina C. Rivera, Superintendent
1405 12th Avenue, Delano, CA 93215
(661) 721-5000, Extension #00162

- | |
|---------------------------------------|
| <input type="checkbox"/> Certificated |
| <input type="checkbox"/> Classified |
| <input type="checkbox"/> Payroll |

NAME/ADDRESS/PHONE CHANGE REQUEST & REQUEST FOR RECORDS

Date: _____

Work Site: _____

USE IN CASE OF:

Name Change

Address Change

Phone Number Change

Records Request

Reason for Change:

Verified Documents:

Driver's License

Marriage License

Social Security Card

Court Document

Other _____

Name: _____

Ref.#: _____

Address: _____

Phone #: _____

NEW Name : _____

NEW Address / Phone: _____

Information requested - please specify type of information needed:

(Please allow 5 – 10 full working days for reply)

Employee Signature: _____

DISTRICT OFFICE USE ONLY

Reply: _____

Information processed & completed by: _____ Date: _____

PLEASE ROUTE:

Certificated Personnel _____

Classified Personnel _____

HR/SEMS _____

Business Office / Benefits _____

Payroll _____

Technology _____