



LONG BEACH PUBLIC SCHOOLS

Personal Information Change Form

Return this form to Human Resources/Administration Building

****If changing name due to marriage/divorce please also attach applicable documents**

PREVIOUS INFORMATION	NEW INFORMATION
NAME:	NAME:
ADDRESS:	ADDRESS:
HOME PHONE:	HOME PHONE:
CELL PHONE:	CELL PHONE:
MARITAL STATUS: (IF CHANGING)	MARITAL STATUS: (IF CHANGING)
HOME EMAIL:	HOME EMAIL:
WORK EMAIL:	WORK EMAIL:
	*** Please note that it is your personal responsibility to change your name/address with Social Security, TEACH (if applicable), Department of Motor Vehicles and any retirement systems that you may be enrolled in.

Human Resources Use Only:

<u>nVision - HR</u>		<u>Benefits</u>		<u>Payroll</u>	
<u>EMAIL</u> Technology		<u>State Reporting</u> Curriculum		<u>Frontline</u> Curriculum	
<u>IEP Direct</u> PPS		<u>nVision – Business</u> <u>Office</u>			