



**SOUTHINGTON PUBLIC SCHOOLS  
SOUTHINGTON, CONNECTICUT**

**NEW ADDRESS AND/OR CHANGE OF NAME**

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

Employee Number or Social Security # \_\_\_\_\_

Former Name \_\_\_\_\_

Reason for Name Change: \_\_\_\_\_

Street & Number \_\_\_\_\_

Town, State & Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_

**For Office Use:**

Recorded:

- Alio
- Personnel File
- Directory
- Tenure
- Seniority List
- TRB
- Copy made for Payroll:
- Copy made for Personnel:
  
- File form in Personnel File