SIERRA UNIFIED
SCHOOL DISTRICT

29143 Auberry Road, Prather, CA 93651
www.sierrausd.org
(559) 855-3662
FAX (559) 8553585

Address/Name Change Request Form

Employee Name on file: _____

Position Title: _____ **Social Security #:** XXX-XX-_____

Classification: ☐ Certificated ☐ Classified ☐ Substitute

COMPLETE FOR NAME CHANGE ONLY

Name on file is: _____

Change to: _____ _____ _____

First Middle Initial Last

The required items to process a name change are:

- My new social security card with my new name (Must show original to Personnel staff)
- W4 with my new name

COMPLETE FOR ADDRESS CHANGE ONLY

New address is:

_____ _____

Street Address Apartment #

_____ _____ _____

City State Zip

New phone number is:

(_____)_____

_____ _____

Signature Date

Return to: Sierra Unified School District - Personnel Department
29143 Auberry Road-Prather, CA 93651

FOR INTERNAL USE ONLY	
Processed by Initials:	Date:
Personnel	
❑ Entered FCOE/TRACKING - prior name ❑ Notice to Health Benefits	☐ Employee Directory ☐ AESOP System (Teachers Only)
Payroll	
❑ Retirement Benefits	