



Community Consolidated School District 62
777 E. Algonquin Road
Des Plaines, IL 60016

PERSONNEL CHANGE REQUEST FORM

NAME CHANGE

Name changes may only be made through the Human Resources Department at Administration Center, located at 777 E Algonquin Road, Des Plaines. Please bring your new Social Security card along with your photo ID. You will need to sign a form so this must be done in person.

IMPORTANT: To obtain new Social Security card, please visit Social Security office (located at 215 S. Elmhurst Road in Prospect Heights).

ADDRESS CHANGE

Please legibly complete and submit this form to the Human Resources Department at Administration.

Legal Name _____ Last 4 digits of SS# _____

School _____ Phone _____

Address _____

City, State, Zip Code _____

Effective Date _____

***** FOR ADMINISTRATION OFFICE USE ONLY *****

Personnel ___ Insurance ___ Bargaining Unit ___ Tech ___ Payroll ___ Sub Service ___ Flex