

Des Plaines Elementary School District 62  
777 Algonquin Road  
Des Plaines, Illinois 60016

**PERSONNEL CHANGE REQUEST FORM**

**NAME CHANGE**

Name changes may only be made through the Human Resources Department at Administration. Please have your name changed through the Social Security office (located at 705 North Wheeling Road in Prospect Heights). Bring the new SS card to Administration along with your photo ID. You will need to sign a form so this must be done in person.

**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 \_\_\_\_\_

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**-FOR ADMINISTRATION OFFICE USE ONLY-**

\_\_\_\_ Personnel \_\_\_\_ Benefits \_\_\_\_ Union \_\_\_\_ Tech \_\_\_\_ Payroll \_\_\_\_ Sub Service \_\_\_\_ Accounts Payable