



Sierra Unified School District

29143 Auberry Road Prather, CA 93651 Telephone (559) 855-3662 FAX (559) 855-3585
web site – <http://www.sierra.k12.ca.us>

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	☐ Employee Directory
☐ Notice to Health Benefits	☐ ReadySub System (Teachers Only)
Payroll	
☐ Retirement Benefits	