

WESTWOOD COMMUNITY SCHOOL DISTRICT
Employee Change Notice

Address Date: _____

Phone Number School: _____

Name Change Position: _____

Name: _____
Last First Initial

New Name: _____
(If Name Change) Last First Initial

New Address: _____
Street City Zip

Telephone No. _____

Other: _____

Print Copies on Corresponding Colors

- White Copy - Payroll
- Green Copy - Personnel
- Pink Copy - Data Proc.
- Yellow Copy - School