



Spring Branch Independent School District

Human Resource Department

955 Campbell Road, Houston, Texas 77024
Phone (713) 464-1511 • Fax (713) 251-2343

EMPLOYEE CHANGE OF NAME, ADDRESS AND/OR TELEPHONE NUMBER

Name: _____

Employee # or Full Social Security # (one is required) _____

Campus: _____

Effective Date: _____

Name changes: Social Security Card and Texas Driver's License are REQUIRED for name changes. A receipt showing application for either is also acceptable. Employees must bring documents in person to Human Resources. Marriage licenses or divorce decrees are not accepted.

*****Important Message: Name change will also change your technology accounts such as email and logon.*****

From Old Name: _____

To New Name: _____

Telephone Number: Please print the NEW phone number

To Home: _____ Cell: _____

Permanent Address: Please print the NEW address

To: _____

New information provided above will automatically be transmitted to Teachers Retirement System (TRS) and employee benefits providers.

To initiate a name change with Social Security and receive a new card, please call SSA at 800-772-1213.

State Board of Educator Certification (SBEC) rules require certificate holders to notify SBEC of an address change within 45 calendar days of the effective date of such change. Update your information with TEA online at <http://www.tea.state.tx.us>. Click on: "Educator Login/Account Set Up". If you've not already done so, you will be required to create an SBEC online account.

Signature

Date

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Inspiring minds. Shaping lives.

Duncan F. Klussmann, Ed.D., Superintendent of Schools

www.springbranchisd.com