



EDMONDS SCHOOL DISTRICT NO. 15
Human Resources Division

September 2007	STAFF MEMBER CHANGE OF NAME/ADDRESS	III-J
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It is the policy of Edmonds School District that when an employee changes his/her name or address, he/she shall submit the current information to the Human Resources office as soon as possible in order to update his/her employment and payroll records.

Verification (a **new social security card** or **letter** from the social security office) **must accompany** a **name change**.