

# Cameron Parish School System

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[www.camsch.org](http://www.camsch.org)



## **EMPLOYEE INFORMATION CHANGE FORM**

Employee Name: \_\_\_\_\_  
Last First Middle Maiden

Social Security #: \_\_\_\_\_

Department/School: \_\_\_\_\_

Job Title/Position: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NAME CHANGE:** (Legal document reflecting name change **must** be attached):

Name exactly as it should appear in your personnel file:

\_\_\_\_\_  
Last First Middle Maiden

**ADDRESS CHANGE:**

**NEW** Mailing Address: \_\_\_\_\_

\_\_\_\_\_

**OLD** Mailing Address: \_\_\_\_\_

\_\_\_\_\_

**TELEPHONE NUMBER CHANGE:**

**NEW** Telephone Number: Home \_\_\_\_\_ Cell \_\_\_\_\_

**CONFIDENTIALITY STATEMENT:**

Your home address and telephone number will NOT be released to salesmen or other third parties unless you write in the words PLEASE RELEASE in the following blank:

\_\_\_\_\_

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The Superintendent will forward this change form to the Payroll/Insurance Department. If you are a member of the Cameron Parish Credit Union or any Annuity/Security company, it is your responsibility to notify those companies of changes.

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Submit original form to Payroll