



Human Resources Department Name/Address/Phone Change

It is your responsibility to inform the Human Resources Department of any change to your name, address, or phone number.

Please use this form to submit changes for the following reasons:

1. You have had a name change (*you will need to provide a copy of your new Social Security card before any changes can be made*); and/or
2. You have a change of address/phone number.

Alternatively, address and phone changes may be submitted online through Employee Access Center (<https://access.conroeisd.net/EAC3/Login.aspx>).

Please Print

Campus/Department _____

Name _____
First name *Middle initial* *Last name*

Employee identification number _____

Address _____ Apt. number _____

City _____ State _____ Zip _____

Home phone number (*include area code*) _____

Cell phone number (*include area code*) _____

Other phone number (*include area code*) _____

Previous name (*complete only if requesting a name change*) _____
First name *Middle initial* *Last name*

Important information regarding all changes: Once changes have been updated in the District's systems, the updated information will be sent to benefits carriers and TRS; please allow an additional 10 business days for updates to be processed by benefits carriers and 60-90 days for TRS.

Important information regarding name changes: An email confirmation will be sent to your Conroe ISD email account once a name change has been processed by the Human Resources Department. Typically, all Conroe ISD systems will be updated with your new name within two business days of the date the change is processed.

My signature authorizes this change to my personnel and payroll records.

Employee's Signature

Date

Effective change date

Return this form to the Human Resources Department.

Fax number: 936.709.9859

Email: HRrequests@conroeisd.net