



Chino Valley Unified School District
 5130 Riverside Drive, Chino, CA 91710
 909-628-1201 FAX 909-548-6091

CHANGE OF ADDRESS AND/OR TELEPHONE

All Current Employees: Change of Address must be submitted **IN PERSON** to Human Resources, along with a valid picture I.D.

Former Employees only: IN PERSON preferred.

If unable to submit in person, you may fax this form, along with the required documentation below:

Please provide EITHER a copy of your Driver's license showing your new address, OR a copy of your current Driver's license and a copy of ONE of the following documents:

- (1) Utility bill with your name & new address;
- (2) Completed address change form from the DMV (when applying by mail);
- (3) Address change confirmation page from the DMV (when applying on-line);
- (4) Address change confirmation card from the DMV (when applying in person).

CERTIFICATED **CLASSIFIED** **RETIREE:** () **Certificated** () **Classified**

To: Human Resources **Work Location:** _____

Date: _____ **Last 4 Digits Social Security:** _____

FORMER ADDRESS/PHONE NUMBER	NEW ADDRESS/PHONE NUMBER
NAME: _____	NAME: _____
ADDRESS: _____	ADDRESS: _____
CITY/ST/ZIP: _____	CITY/ST/ZIP: _____
HOME PHONE: _____	HOME PHONE: _____
CELL PHONE: _____	CELL PHONE: _____

Alternate Email Address (*other than CVUSD email*): _____

UPDATE EMERGENCY CONTACT	
NAME: _____	RELATIONSHIP: _____
HM PHONE: _____	CELL PHONE: _____

Signature: _____

<u>Human Resources Use Only</u>	
RCVD: _____ By: _____	
<input type="checkbox"/> Epics <input type="checkbox"/> Aeries <input type="checkbox"/> Personnel File <input type="checkbox"/> Email Notification	COMPL: _____ By: _____