



**HUMAN RESOURCES**  
**JEFFERSON PARISH SCHOOLS**  
 501 MANHATTAN BOULEVARD  
 HARVEY, LOUISIANA 70058  
 (504) 349-7866  
[jpschools.org](http://jpschools.org)

**DR. JAMES GRAY**  
 SUPERINTENDENT

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 CHIEF HUMAN RESOURCES OFFICER

### Change of Address and Name Form

Employee ID:	Last Four (4) of SS#:
School/Department:	Job Title**:

Name is currently listed as:

Name **SHOULD BE LISTED** as:

First Name:	First Name:
Middle Name:	Middle Name:
Last Name:	Last Name:

Former Address is currently listed as:

NEW Address **SHOULD BE LISTED** as:

Street #:	Street #:
Street Name:	Street Name:
City:	City:
State:	State:
Zip:	Zip:

Contact Number(s): Please include AREA code.

Home:	Cell:
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 Employee Signature

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 Date:

\*\*NOTE: Certificated personnel requesting a name change must print an Application for Certification Update from [www.teachlouisiana.net](http://www.teachlouisiana.net) and submit to the Office of Human Resources with a copy of a marriage license or court document and certification fee payable to the Louisiana Department of Education. (The name on file with Jefferson Parish Schools is required to match the Department of Education records).