



Lafayette Parish School System

Human Resources Department
113 Chaplin Drive ▪ P.O. Drawer 2158 ▪ Lafayette, LA 70502
337-521-7050 (office) 337-521-7051 (fax)

Employee Information Change Form

Employee Name: _____
Last First Middle Maiden

Access ID: _____

Department / School: _____

Job Title / Position: _____

Employee Signature: _____ Date: _____

Name Change:

(Legal Document reflecting name change must be attached, i.e., Divorce Decree or Marriage Certificate. Personnel who hold teaching certificates must change their name with the LA Dept. of Education before changing it with LPSS).

Name exactly as it should appear in your personnel file:

Last First Middle Maiden

Address Change: *Please Note Physical Address Preferred, certain items cannot be sent to a Post Office Box.

New Mailing Address: _____

Old Mailing Address: _____

Telephone Number Change:

New Telephone Number: _____ (home) _____ (office) _____ (alt)

HR Representative Signature: _____ Date: _____

Basic EARSS Teacher Cert. Retirement Insurance eFile

This form must be forwarded back to the HR Dept. for eFiling within one week. Please make your own copy if you cannot make the time frame.

If you are a member of the Teacher's Credit Union or any other Banking Facilities it is your responsibility to notify those companies of changes.

Revised: 5/31/2010