



Human Resource Services Division
4100 Normal St., Room 1241
San Diego, CA 92103

SDUSD Address Change Notice

Procedure No. 7150

Please print clearly.

Instructions: Please complete and submit this form to the Human Resource Services Division secure folder by uploading to this link <https://driveuploader.com/upload/uKTJiaQHGi/>. Please save the documents as: "LASTNAME.FIRSTNAME.EMPLID.DOCUMENTTYPE". Once you have done so, please send an email to notify of your submitted documents to hrdocuments@sandi.net.

Employee ID Number	Name (Last, First, Middle)	Effective date of change (Month/Day/Year)
School or Department	Position Title	<input type="checkbox"/> Certificated <input type="checkbox"/> Classified

New Street Address	New City, State	New Zip
New Home Phone	New Mobile Phone	Email

I hereby certify that the above information is correct and agree to notify the Human Resource Services Division promptly (on a similar form) of any and all subsequent changes. I further agree that the address given above, or as changed, is to be considered as my "official" or "last known", and not any other address given by me or purported to be mine.

Signature: _____

Date: _____