

**MARION COUNTY SCHOOLS  
1516 MARY LOU RETTON DRIVE  
FAIRMONT, WV 26554**

**Change of Name and/or Address/Phone Form**

**THIS FORM NEEDS TO BE RETURNED TO THE PERSONNEL OFFICE**

Date: \_\_\_\_\_ Employee #: \_\_\_\_\_

Position: \_\_\_\_\_ Location: \_\_\_\_\_

My name is: \_\_\_\_\_

Change name to: \_\_\_\_\_

***(Legal documentation is required)***

K12 Email: \_\_\_\_\_ Email changed to: \_\_\_\_\_

My address was: \_\_\_\_\_

(Please include city and zip code)

Change address to: \_\_\_\_\_

(Please include city and zip code)

My phone number was: \_\_\_\_\_ Change to: \_\_\_\_\_

Phone number has not changed \_\_\_\_\_

Change in spouse: Add \_\_\_\_\_ or Remove \_\_\_\_\_ Name: \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

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(1) \_\_\_\_\_ Personnel (2) \_\_\_\_\_ Payroll (3) \_\_\_\_\_ Accounts Payable

(4) \_\_\_\_\_ Insurance/Retirement (5) \_\_\_\_\_ C&I (Mr. Skarzinski) (6) \_\_\_\_\_ Spec. Ed.

(6) \_\_\_\_\_ Technology (7) \_\_\_\_\_ Transportation (8) \_\_\_\_\_ Maintenance