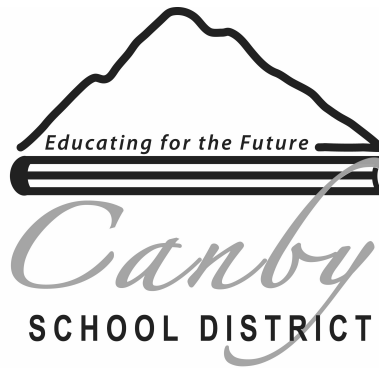


*"A community is known  
by the schools it keeps."*



1130 South Ivy Street  
Canby, OR 97013  
(503) 266-7861  
Fax: (503) 266-0022

## EMPLOYEE CHANGE NOTICE

Name\* \_\_\_\_\_

Employee # \_\_\_\_\_

Effective Date of Change: \_\_\_\_\_

Address (if new)\* \_\_\_\_\_

\_\_\_\_\_

Phone Number (if new) \_\_\_\_\_

**\*Note: If your name or address has changed, you also need to update your payroll information by completing a new W-4 form.**

**Please submit forms to the Personnel Office.**