

# Bradley County School System

800 South Lee Highway

Cleveland, TN 37311

423-476-0620

## Name / Address / E-Mail Change Form

Employee Name: \_\_\_\_\_

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

Date: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Please check all that apply:  Name Change  Address Change  E-Mail Change

### **Name Change:**

Old Name: \_\_\_\_\_

New Name: \_\_\_\_\_

### **Address Change:**

Old Address: \_\_\_\_\_

\_\_\_\_\_

City

State

Zip

New Address: \_\_\_\_\_

\_\_\_\_\_

City

State

Zip

### **E-Mail Address Change:**

Current E-Mail: \_\_\_\_\_

\*If your name has not been changed on your teaching license, your name or email address will not be changed. When the change has been made at TN Department of Education on your teaching license, your e-mail address will be changed to first initial and last name, if possible. When changed, you will be notified by your supervisor or their designee.

The directions to change your name on your teaching license are on the BCS website under Forms for Teachers and Administrators.

### **FOR CENTRAL OFFICE USE ONLY:**

\_\_\_ Payroll

\_\_\_ My Benefits Channel

\_\_\_ Director of Schools

\_\_\_ Insurance

\_\_\_ Vendor

\_\_\_ Student Information System

\_\_\_ Aesop

\_\_\_ Highly Qualified

\_\_\_ E-Mail

\_\_\_ Cigna

\_\_\_ VSP

\_\_\_ TELADOC

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