

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 except in the Business Office. 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

___ Safe Schools

___ E-Mail

___ Cigna

___ VSP