

**AUSTIN INDEPENDENT SCHOOL DISTRICT
ADDRESS / PHONE NUMBER CHANGE FORM**

Employee ID Number (EIN): E _____

If you have resigned and do not know your EIN, please provide your social security number.

Your Official Name on Austin ISD Records: _____

(Please Print)

NEW Street Address: _____

(Please Print)

City, State, Zip: _____

(Please Print)

NEW Home Phone Number: _____

(Area Code)

Employee Signature

Date

Professional Employees

Fax to:

Professional H.R.

414-0004 or 499-0270

Mail to:

A.I.S.D.

Professional H.R. Department

1111 W. 6th Street

Austin, TX 78703

Drop off:

Professional H.R.

CAC - Building A, Room 260

Classified Employees

Fax to:

Classified H.R.

414-5899 or 414-5898

Mail to:

A.I.S.D.

Classified H.R. Department

1111 W. 6th Street

Austin, TX 78703

Drop off:

Classified H.R.

CAC – Building A, Room 210

Name Change:

Any employee wishing to change his/her name on official AISD records must provide:

- a social security card showing the employee's new name, and
- a valid photo ID (such as a driver's license).

This information must be provided in person at the Office of Human Resources.

If you change your address, phone number and/or name on official AISD records, you must also contact TRS separately to update the same information on their records. It is important to keep the records updated at both AISD and TRS.