**Kaneland Community Unit School District #302**
**Human Resource Department**

**Jeff Schuler**
**Assistant Superintendent for Human Resource**

**Linda Ross**
**Human Resource Assistant**

## Address/Name Change Notification

**New address/name** **Date Effective _____**

**Name:** _____
**Last** **First** **Middle**

**Previous Name:** _____
**If applies**
**Last** **First** **Middle**

**Address:** _____
**Street Address /P.O. Box**

_____
**City** **State** **Zip Code**

**Phone #:** _____
**Home** **Cell**

**Note:** If you are a **TRS** or an IMRF member, you also need to notify the appropriate agency. Both forms are available on the Kaneland Web site in the HR section.

**Note:** If this change affects insurance coverage (such as adding or dropping dependents) contact Sue Phillips in the District 302 offices (365-5111 X104)

## Please Route to the Following Offices

☐ **Building Principal** ☐ **Payroll** ☐ **Insurance** ☐ **HR** ☐ **AP** ☐ **Superintendent**