



CHANGE OF PERSONAL INFORMATION

TEACHER

SUPPORT STAFF

SUBSTITUTE

<u>BOARD OFFICE USE</u>	
Non-Teaching Personnel:	_____
Payroll:	_____
Teaching Personnel:	_____
Facilities:	_____

DATE: _____

SCHOOL: _____

PLEASE PRINT

EMPLOYEE #: _____

NAME: _____
(include former name, if applicable)

NEW ADDRESS: _____

POSTAL CODE: _____

TELEPHONE # (Confidential): _____

EMAIL _____

EFFECTIVE DATE OF CHANGE: _____

SIGNATURE: _____

The personal information on this form is collected by School District No. 62 (Sooke) under the authority of the School Act, section 15(1). The information will be used solely for the **purpose of maintaining current address records** and will be protected under the Freedom of Information and Protection of Privacy Act. Questions about the collection and use of this information should be directed to the Information and Privacy Coordinator, School District No. 62 (Sooke), 3143 Jacklin Road, Victoria, BC, V9B 5R1, (250) 474-9800.