



EXETER-WEST GREENWICH REGIONAL SCHOOL DISTRICT
EMPLOYEE PERSONAL INFORMATION CHANGE REQUEST

Date Submitted: _____ Employee Signed: _____
Date Entered In Systems: _____ Employer Signed: _____

1. **Name:**

- Previous: _____
- New: _____

2. **Address:**

- Previous: _____
- New: _____

3. **Phone:**

- Previous: _____
- New: _____

4. **Emergency Contact:**

- Previous: _____
- New: _____

5. ***Marital Status:**

- Previous: _____
- New: _____

6. **Health Care:**

- Previous: _____
- New: _____

7. **Dental Care:**

- Previous: _____
- New: _____

8. **Life Insurance:**

- Previous: _____
- New: _____

**A change in marital status due to legal separation or divorce may require legal documentation to support requested changes.*

CC: Administrative Asst. to Supt.; Treasurer's Assistants; Tech Dept., HR Dept.

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