



OCEAN VIEW SCHOOL DISTRICT
Human Resources/Personnel Commission
17200 Pinehurst Lane ♦ Huntington Beach ♦ California 92647
714-847-2551 ♦ 714-847-1430 Fax

Change of Contact Information

Employee's Name:	Employee's Name
Employee's ID:	380000 Employee ID
Current Classification:	Current Classification
	<input type="checkbox"/> Certificated <input type="checkbox"/> Classified

If certain information has not changed, please leave it blank.

New Address:	Address Line 1
	Address Line 2
City, State, Zip Code	City, State, Zip Code
	<input type="checkbox"/> Mailing <input type="checkbox"/> Physical
New Home Number:	New Home Number
New Cell Number:	New Cell Number
Email Address:	Email Address
Signature:	Employee's Full Name
Date:	Click here to enter a date

OFFICE USE ONLY

- ☐ Update HR 2.0 Date/Initial
- ☐ Update AESOP Date/Initial
- ☐ Email CSEA/OVTA Date/Initial

- ☐ Email H&W Date/Initial
- ☐ Email Payroll Date/Initial