



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



## Change of Address

<b>Employee's Name:</b>	Employee's Name
<b>Employee's ID:</b>	380000 Employee ID
<b>Current Classification:</b>	Current Classification
	<input type="checkbox"/> Certificated <input type="checkbox"/> Classified
<b>New Address:</b>	Address Line 1
	Address Line 2
<b>City, State, Zip Code</b>	City, State, Zip Code
	<input type="checkbox"/> Mailing <input type="checkbox"/> Physical
<b>New Home Number:</b>	New Home Number
<b>New Cell Number:</b>	New Cell Number
<b>Email Address:</b>	Email Address
<b>Signature:</b>	Employee's Full Name
<b>Date:</b>	<a href="#">Click here to enter a date</a>

---



---

**OFFICE USE ONLY**

- |  |   |
|--|---|
| <input type="checkbox"/> Update HR 2.0 Date/Initial                        | <input type="checkbox"/> H& W (Patti Bray) Date/Initial |
| <input type="checkbox"/> AESOP Date/Initial                                | <input type="checkbox"/> Payroll Date/Initial           |
| <input type="checkbox"/> CSEA/OVTA Date/Initial<br>(CSEA – Email Phi Tran) |   |