

Jefferson Township Public Schools

31 Route 181

Lake Hopatcong, New Jersey 07849

(973) 663-5780 FAX (973) 663-2790

www.jeffitwp.org

Jeanne Howe
Superintendent of Schools

Rita Giacchi
Business Administrator/Board Secretary

CHANGE OF NAME AND/OR ADDRESS

Please complete and send to Human Resources Office

OLD Name

NEW Name

NEW Address:

Street

City/Town

State

Zip

Telephone #

This change is effective: _____
Date

Signature

Date

****PLEASE NOTE: Changes in medical insurance due to life events (i.e. marriage, divorce, birth, death, adoption) must be made within thirty (30) days of the event. Please contact Manal Fouad/Benefits at 9973-663-5780, ext. 5024.**

ALL NAME CHANGES MUST BE ACCOMPANIED BY A VALID SOCIAL SECURITY CARD WITH THE NEW NAME.