

Employee Network Information Change

Please print all information CLEARLY

General Employee Information <i>Please fill out completely</i>	First Name	
	Last Name	
	Primary Location	
	Department	
<input type="checkbox"/> New Employee	Job Title	<i>If a teacher, grade _____</i>
	<i>Please check all secondary locations:</i>	<input type="checkbox"/> HS <input type="checkbox"/> MS <input type="checkbox"/> WR <input type="checkbox"/> SS <input type="checkbox"/> CL <input type="checkbox"/> BR <input type="checkbox"/> DRU <input type="checkbox"/> MILT <input type="checkbox"/> BOE
	Effective/start date	
	<i>Please check all desired accounts/services:</i>	<input type="checkbox"/> Network Acct <input type="checkbox"/> Email Acct
<input type="checkbox"/> Change of Assignment <i>Fill out new information only</i>	NEW Job Title	<i>If a teacher, grade _____</i>
	NEW Location	
	<i>Please check all secondary locations:</i>	<input type="checkbox"/> HS <input type="checkbox"/> MS <input type="checkbox"/> WR <input type="checkbox"/> SS <input type="checkbox"/> CL <input type="checkbox"/> BR <input type="checkbox"/> DRU <input type="checkbox"/> MILT <input type="checkbox"/> BOE
	Effective/start date	
<input type="checkbox"/> Substitute Replacement	Sub/replacement for:	
	Effective/start date	
	End date	
	<i>Please check all desired accounts/services:</i>	<input type="checkbox"/> Network Acct <input type="checkbox"/> Email Acct
<input type="checkbox"/> Name Change	Existing name	
	Existing login ID	
	Existing email address	
	New name	
	<i>Please check accounts/services to change:</i>	<input type="checkbox"/> Network Login ID <input type="checkbox"/> Email Acct
<input type="checkbox"/> Close Accounts	Network Login ID	
	Email address	
	Effective Date	

NOTES: _____

Date submitted: _____ **Submitted by:** _____

_____ *Please do not write below this line* _____

Email account: _____ @jefftwp.org Date: _____ By: _____

Login ID: _____ Date: _____ By: _____