



Hermantown
School District
ISD 700

Employee Request for Address and/or Telephone Number Change

USER INSTRUCTIONS

Form Purpose: Use this form to report a change of address and/or phone number.

How to Complete/Submit this Form: Fill out this form online - it is on our webpage, www.hermantown.k12.mn.us, under Employment Change Address form. This is a "fillable" form so you may fill it out and attach it in an email to kkucz@isd700.org print it and turn it in to the District Office.

NAME - Fill out completely

Last Name	First Name	MI	Employee #

ADDRESS CHANGE - Fill Out Completely (if applicable)

New Street Address	New City	New State	New Zip
Previous Street Address	Previous City	Previous State	Previous Zip

TELEPHONE NUMBER CHANGE - Fill Out Completely (if applicable)

New Telephone Number (xxx) (xxx-xxxx)	Previous Telephone Number (xxx) (xxx-xxxx)

SIGNATURE

Employee Signature	Date

Please bring/mail your completed form to: District Office 4307 Ugstad Rd Hermantown MN 55811 or email your form to kkucz@isd700.org