



Crook County School District

Where Students Dream, Learn, & Succeed

471 NE Ochoco Plaza Dr.
Prineville, OR 97754
Phone (541) 447-5664
Fax (541) 447-3645

ADDRESS / NAME CHANGE REQUEST

Route to: _____ Tera Rozewski, Payroll Dept.
_____ Tina Simmons, Human Resource Dept.
_____ Dawn Camara, Accounts Payable
_____ Web Ticket to technology (update e-mail address)

Route to the appropriate school secretary:
_____ High School
_____ Middle School
_____ Pioneer Alternative High School
_____ Crooked River Elementary
_____ Barnes Butte Elementary
_____ Brothers Elementary
_____ Instructional services
_____ Transportation
_____ Maintenance

Routed By: _____

Name on Records: _____

*New Name: _____
*A copy of your updated Social Security Card will be required before payroll checks can be issued in your new name.

New Address: _____

New Phone: _____

Effective Date: _____

If there are changes on a W-4, please contact the Payroll Specialist directly. If new family members are to be added or deleted from insurance, they are to be reported directly to the Personnel Specialist.

_____ Original: Personnel File
_____ CC: Payroll Department
_____ CC: Accounts Payable

(Gold Paper)