



Carroll Independent School District

Personnel Services Department

3051 Dove Road

Grapevine, Texas 76051

Ph: 817.949.8218 / Fax: 817.949.8229

**SUBSTITUTE PERSONNEL CHANGES
NAME – ADDRESS – PHONE**

SOCIAL SECURITY NUMBER (last 4 digits only): _____

CURRENT POSITION: Substitute

PLEASE PRINT NEW ADDRESS

NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

Phone: (_____) _____ (Home, Work, Cell, Other)

(This number will be the primary number used for contacting the substitute)

NAME CHANGE

You must provide our office with a copy of your new Social Security Card.
(IRS (W-2) reporting must be the same as your Social Security Card)

PRIOR NAME: _____

SIGNATURE: _____ **DATE:** _____

Completed form must be submitted to:
Carroll ISD Personnel
Attn: Lauren Wurman
3051 Dove Road
Grapevine, TX 76051
Fax: (817) 949-8229
Substitute.teachers@southlakecarroll.edu