

Carroll Independent School District
Substitute Personnel Changes
Name – Address – Phone

Please complete the form and return to Lauren Wurman in the Personnel Office.
2400 N. Carroll Ave.
Southlake, TX 76092
Fax: (817) 949-8229
Substitute.Teachers@southlakecarroll.edu

PLEASE PRINT

NEW ADDRESS OR NAME CHANGE

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

First Phone: (____) _____

(This number will be the primary number used for contacting the substitute and will be your Absence Management login.)

In Case of an Emergency Please Notify

Relationship

Area Code and Phone Number

IF NAME CHANGE

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

PRINTED PRIOR NAME: _____

SUBSTITUTE SIGNATURE: _____ DATE: _____