



The Independent School District of Boise City

8169 West Victory Road
Boise, ID 83709

(208) 854-4074
Fax (208) 854-4010

Employee Change Authorization

Name Change

***The employee must submit a copy of Social Security card with form.**

In the event of a name change, employees will not see a change to email or Novell log-in until July 1st of the next fiscal year.

Employee Name _____ Change? ___ Yes* ___ No

*If yes identify prior Name _____

Social Security # _____ ID# _____

Employee Online:

Employees are encouraged to change personal information (address, phone number or emergency contact) on-line. You can access Employee On-line from a district site at <https://bsdweb.boiseschools.org/bsdweb/> . If you are unable to access Employee On-line, you may complete and return information below.

Address/Phone number

Address New? ___ Yes ___ No

Home Phone New? ___ Yes ___ No

Employee Signature:

Date:

Sign and mail this form to:
Boise School District
Employment & Benefits Department
8169 W. Victory Rd.
Boise, ID 83709
Fax# (208)854-4010

"Educating Today For a Better Tomorrow"

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