



GODFREY-LEE
PUBLIC SCHOOLS

Employee Information Update Form

Name: _____ Date: _____

Position: _____ School/Dept: _____

Please add and/or update the below information:

☐ I have moved to New Address: _____

City: _____ State: _____ Zip: _____

☐ Other Changes: _____

Home Phone: _____ Email: _____

☐ I have married/divorced (please send a copy of marriage certificate or divorce decree)

New Name: _____

Spouse Name: _____ ☐ Male ☐ Female

☐ Change my emergency contact to:

Name: _____ Phone: _____

Please send completed form along to Nathan Tillema, ntillema@godfrey-lee.org. Thank you!