

Legal Name Change

The following things need to be changed in order to submit a legal name change.

- Social Security card
- Driver's License
- Teaching Certificate - Must be changed prior to changing in the payroll system (certified staff).
- Complete an ASRS name change form.
- The legal document that establishes the name change. This would be a marriage license, divorce decree, court order, etc.

Submit all the above forms and documentation to the Human Resource Office. Any missing information will delay your name change on our database. If you have any questions, you can contact Human Resources or the Payroll Department.