



SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

5622 Ray Ellison Blvd. San Antonio, Texas 78242 (210)977-7040 Fax (210)977-7017

CHANGE OF ADDRESS NOTIFICATION

SOCIAL SECURITY NUMBER:

Last 4 digits of your Social Security number is necessary for identification.

EMPLOYEE NUMBER: _____

Name: _____

NEW MAILING ADDRESS	
Street Address:	
Apt. #	
City, State	Zip Code:
Phone number:	

Must provide an updated driver's license with change of address.

Signature _____
(Required before address updated) **Date signed**

**** As per TRS, all employees are required to submit a change of address directly with TRS. The change of address form can be found on the TRS website at www.trs.texas.gov.**