

**Arlington Central School District  
Office of Human Resources**

144 Todd Hill Road  
LaGrangeville, NY 12540  
845-486-4460

**CHANGE OF ADDRESS/NAME FORM**

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Please complete all applicable sections in black ink & forward to the  
Human Resources Office at CAO

Name Change                       Address Change                       Phone Number Change

Name: \_\_\_\_\_

PLEASE NOTE: Your email address & SchoolTool account will match your name

Former Name (if name change): \_\_\_\_\_

*If you are changing your name, please contact Benefits (x20197) since additional paperwork will need to be completed. Also, this is for the Arlington Central School District internal use only. Please remember to notify your retirement system and State Ed if applicable.*

Job Title: \_\_\_\_\_ Building: \_\_\_\_\_

Effective Date: \_\_\_\_\_ Last 4 digits of SSN: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Please check which phone number you would like used as your primary number. Your primary number will be used for SchoolMessenger.

check if  
primary number

Home Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Cell Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

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For Office Use Only

- \_\_\_ Payroll
- \_\_\_ Accounts Payable
- \_\_\_ Benefits
- \_\_\_ Technology
- \_\_\_ Data Support Service
- \_\_\_ Personnel Office