



Franklin City Schools

Personal Information Change Form

Please fill out both sections to allow the district to verify and update your personal information.

Effective Date: _____

Old Information:

Employee Name: _____ ID: _____

Address: _____ City _____

State _____ Zip Code _____

Phone Number: _____

Marital Status: Single__ Married__ Divorced__ Widowed__

New Information:

Employee Name: _____ ID: _____

Address: _____ City _____

State _____ Zip Code _____

Phone Number: _____

Marital Status: Single__ Married__ Divorced__ Widowed__

Signature

Date

*File with the Franklin Treasurer's Office 150 E. 6th Street, Franklin, OH 45005

Documents listed below **may need to be provided if changing name, marital status or moving to a new city or school district.

- Driver's License
- Marriage Certificate
- New Social Security Card
- Military Record
- Divorce Decree
- Probate Court Order
- New I-9
- New School District Residence Form