



**Ketchikan School District**

333 Schoenbar Road Ketchikan, Alaska 99901

Phone: 907-225-2118 Fax: 907-247-3823

Website: [www.kgsd.org](http://www.kgsd.org)

## Change of Address Form:

### Old Address Information:

<b>Employee Name:</b>		
<b>Street/P.O. Box:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
<b>Telephone Number:</b>	<b>Cell:</b>	
<b>Social Security Number: XXXX-XX-</b>		

### New Address Information:

<b>Physical Address:</b>		
<b>Mailing Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
<b>Telephone Number:</b>	<b>Cell:</b>	

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For Office Use Only**

**Change in all programs:**

- \_\_\_ Black Mountain
- \_\_\_ Data Entry
- \_\_\_ RBMS
- \_\_\_ Accounts Payable
- \_\_\_ Human Resources