

Clara H. Carlson School  
235 Belmont Blvd.  
Elmont, NY 11003

**NAME/ADDRESS CHANGE**

Personnel Department  
Elmont Union Free School District  
135 Elmont Road  
Elmont, New York 11003

**NAME CHANGE:**

Please be advised that my name has changed due to \_\_\_\_\_. Please reflect this change on all District records. I have attached documentation to substantiate this request (Marriage Certificate, Divorce Decree, etc.).

**In addition, you must contact Christyne Gerbasi at x42009 immediately to request life, health, dental, or vision insurance forms should you need to make any changes in your benefits.**

**ADDRESS CHANGE:**

Please be advised that my home address and/or telephone number has changed as listed below:

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

Address \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

\_\_\_\_\_ My telephone number has been changed to: \_\_\_\_\_

\_\_\_\_\_ My telephone number remains as: \_\_\_\_\_

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please Note: TRS members must notify retirement system of a change by visiting the website at [www.nvstrs.org](http://www.nvstrs.org).**

**ERS members visit [www.osc.state.ny.us](http://www.osc.state.ny.us) or contact the Personnel Department for a Change of Address form**