

MIAMI-DADE COUNTY PUBLIC SCHOOLS



Personnel Operations and Records
1450 NE 2nd Avenue, Room 150 • Miami, FL 33132

**Change of Address Form
- FOR INACTIVE EMPLOYEES -**

Complete and Send to:

**Miami-Dade County Public Schools
Personnel Operations and Records
1450 NE 2nd Avenue, Room 150
Miami, FL 33132**

or **Fax: 305-523-0644 (ONS)**

Email: PersRecords@dadeschools.net

PERSONNEL INFORMATION	
<i>Please Print Your Name:</i>	
<i>Employee Number</i>	

NEW ADDRESS		
<i>Address</i>	<i>Suite/Apt Number (if needed)</i>	
<i>City</i>	<i>State (or country)</i>	<i>Zip</i>
<i>Home Phone Number</i>		

Signature: _____ **Date:** _____

I understand that falsification of information on this form shall constitute grounds for dismissal. By signing this form, I certify that the information provided herein is true.

COPY FOR PERSONNEL FILE

<p align="center"><u>FOR OFFICE USE ONLY</u></p> <p>Completed: ____ / ____ / ____</p> <p>By: _____</p>
