



# Southern Cayuga Central School

District Offices  
2384 State Route 34B  
Aurora NY 13026

**Patrick M. Jensen**  
Superintendent of Schools  
315 364-7211

**Loretta L. Van Horn**  
Assistant Superintendent for Business & Operations  
315 364-8711

**TO:           SCCS Staff**

**FROM:       District Office**

**RE:           Change of Name**

In order to maintain accurate personnel records, staff members are required to inform the district office when there is a change of name, with documentation.

New Name \_\_\_\_\_

Effective Date \_\_\_\_\_

Documentation Provided \_\_\_\_\_

Former Name \_\_\_\_\_

For an official name change to occur on all district documentation and computer software programs, this form must be filled out and returned to the district office, only after the name has been legally changed.

Provide an updated copy of one of the following forms of proof:

- State issued Driver's License
- Social Security Card
- Passport/Passport Card
- Government issues Photo Employee Identification Card
- Legal Name Change Paperwork
- Birth Certificate