

# Morgan County Schools

David Banks, Superintendent  
Joan Willard, Assistant Superintendent  
247 Harrison Avenue  
Berkeley Springs, WV 25411  
Telephone: (304) 258-2430  
Fax: (304) 258-9146/304-258-5248  
Website: [www.edline.net/pages/Morgan\\_County\\_Schools](http://www.edline.net/pages/Morgan_County_Schools)



## EMPLOYEE CHANGE OF ADDRESS

Full Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Employee ID#: 958-00- \_\_\_\_\_

NEW Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_     Cell Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Please place check mark beside preferred phone# to receive School Connects calls.

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

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

~~~~~

### For Office Use Only

\_\_\_\_\_ WVEIS Basic Information

\_\_\_\_\_ PEIA (Morgan Co. Board of Ed. Acct# 800650005)

\_\_\_\_\_ American Benefit Corporation

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_