

# Employee Update

## ***End of Year Check-Out***

*Personnel Files Must Be Kept Current. Whether or not any of your data has changed, please complete the form below and provide a copy to your principal upon year-end check-out.*

NAME	ADDRESS	CITY	STATE	ZIP CODE

HOME PHONE	CELL PHONE	SCHOOL EMAIL ADDRESS

ELEMENTARY SCHOOL

MIDDLE SCHOOL

HIGH SCHOOL

OTHER: explain \_\_\_\_\_