## Employee Update

## End of Year Check-Out

**P**ersonnel 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 \_\_\_\_\_