



Administrative Center

ZANESVILLE CITY SCHOOLS

956 MOXAHALA AVE. ZANESVILLE, OHIO 43701 PHONE: (740) 454-9751
FAX: (740) 455-4325

Change of Personnel Information

Employee Name: _____

New Address: _____

City, State and Zip: _____

New Phone Number: _____

New School District (*of residence*): _____

Please complete this form and return to:

Zanesville City Schools Payroll Office
956 Moxahala Ave.
Zanesville, OH 43701-5533

For name changes, a photocopy of your new Social Security card must be attached to this request before it can be changed in our payroll system.