

## USD Phone Directory Change Request

Complete this form to request changes to the telephone directory and Find People information. You will be notified by email when the changes have been completed.

Required information is marked with an asterisk (\*).

\* Action:  Add new employee  Change Information  Delete (name): \_\_\_\_\_

\* Employee ID#: \_\_\_\_\_ \* E-mail Address (for notification): \_\_\_\_\_

\* Last Name: \_\_\_\_\_ \* First Name: \_\_\_\_\_

Send completed form to **Jane Aleman, Telecommunications, M162.**

	<u>Current Listing:</u>	<u>Change to:</u>	
(Fill in only those lines that need to be changed.)			
Phone Number (private, unpublished):	_____	_____	
Phone Number (published in directory):	_____	_____	
Office Room Number:	_____	_____	
Title:	_____	_____	
Department:	_____	_____	
Preferred Name:	_____	_____	
* Requestor's signature: _____	Date: _____		
* Department Authorization:			
_____	_____	_____	
Signature	Printed Name	Date	Ext.

\*\*\* For Telecommunications and Human Resources Use Only \*\*\*

Telecommunications changes entered by: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources changes entered by: \_\_\_\_\_ Date: \_\_\_\_\_

Confirming email sent to employee by: \_\_\_\_\_ Date: \_\_\_\_\_