



Glassboro Public School District Change of Address Form for Individuals

Use this form to update your address. You must include a copy of your government- issued identification and/or proof of address with the completed form.

Personal Information	
Full Name:	
Last 4 of SSN:	Employee ID Number:
Phone Number:	Email Address:

Your Old Address		
Street Address:		Apartment/Unit#:
City:	State:	ZIP Code:

Your New Address		
Street Address:		Apartment/Unit#:
City:	State:	ZIP Code:

By signing this document, I hereby attest that the address listed above is my principal residence in the State of New Jersey pursuant to N.J.S.A 52:14-7.	
Signature	Date

Please complete the below information for your emergency contact.

Primary Emergency Contact Update	
Full Name:	
Relationship:	Phone Number:
Secondary Emergency Contact Update	
Full Name:	
Relationship:	Phone Number:

You may return the form via:

- Email - Email the completed form and a copy of your government-issued identification to: mpipitone@gpsd.us
- Inter-Office Mail – Print your completed form, copy your government-issued identification, place it into a sealed envelope addressed to Attn: Payroll, and place it in the inter-office mail bin for delivery to the board office.
- In-person - Print your completed form, copy your government-issued identification, and bring the items to the board office.

We will not process this form if you do not include a copy of your government-issued identification and/or proof of address with your request.