



Employee Profile Change Form

Please complete and send or fax this form to: **Calgary Board of Education, HR Services**
 3rd Floor, 1221 – 8th Street SW, Calgary AB, T2R 0L4
 FAX: 403-541-5640 or EMAIL: cbeincoming@wcdconnect.com

First Name:		Last Name:		Employee ID:	
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ADDRESS CHANGES: Address information can be updated online through *PeopleSoft Employee Self Service*

New Address:					
City:		Province:		Postal Code:	
Home Phone:				Cell Phone:	
Effective Date:					

NAME CHANGES:

Legal Name (As shown on legal documents)

First Name:		Middle Name:	
Last Name:			

Previous Name: (if applicable) _____

Preferred Name (Used in Outlook staff directory):
 Preferred name can be changed online through PeopleSoft Employee Self Service

First Name:		Middle Name:	
Last Name:			

Notes:

- For changes to your legal name, CBE Human Resources requires a **copy** of appropriate legal documentation (e.g. Marriage Certificate). **Please send a copy with your change of name request.**
- Teacher and Leadership Certification (a division of Alberta Education) requires all Teachers to hold certificates in their current name, and therefore, it is the Teacher's responsibility to notify Alberta Education when change of name occurs. All teachers who want to request a change of name on their teaching certificates must:
 - Submit a change of name request through their **teacher self-service account in the [TWINS- Teacher Workforce Information System- Teacher Registry](#)**.
 - They can then upload a **copy** of a GOVERNMENT issued Certificate of Marriage, Legal Change of Name Certificate or if applicable, a copy of their Government issued birth certificate. Do not mail an original document to Alberta Education.
 - Verify/update their contact information in their accounts.
 - To connect with the Office of the Registrar:
 - Phone: 780-427-2045
 - Toll Free within Alberta: 310-0000
 - Fax: 780-422-4199
 - Email: teacher.certification@gov.ab.ca

Employee Signature: _____ Date: _____

Personal information is collected under the authority of Alberta's *Freedom of Information and Protection of Privacy Act (FOIP)*. This information will be used for the management of personnel and for the delivery of various Human Resources programs at the Calgary Board of Education. It will be treated in accordance with the privacy protection provisions of FOIP. If you have any questions about the FOIP Act, please access <http://www.cbe.ab.ca/legal/foip>. If you have any questions about this form and/or the use of the information, please contact the Employee Contact Centre at 403-817-7333.