



Employee Profile Change Form

Please complete and send 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

Section 1: Employee Information on File

First Name:		Last Name:		Employee ID:	
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Section 2: ADDRESS CHANGES (Note: Address information can be updated online through *PeopleSoft Employee Self Service*)

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

Section 3: Complete for 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)			
Note: Preferred name can be changed online through PeopleSoft Employee Self Service			
First Name:		Middle 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: (dd/mm/yyyy)	
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The Calgary Board of Education (CBE) collects the personal information requested on this form under the authority of section 4(c) of the Alberta *Protection of Privacy Act*. This information will be used for the management of personnel and for the delivery of Human Resources programs at the CBE. The personal information may be inputted into automated systems. If you have any questions about the collection and storage of personal information, please contact the Employee Contact Centre at 403-817-7333 and a representative will help you.