

# TRACY LEARNING CENTER

**\*Primary \* Discovery \* Millennium  
Charter Schools**

## Personnel Memo

_____ Change of Status	_____ New Employee	_____ Elective Teacher
_____ Change of Address	_____ Full Time Employee	_____ Stipend Teacher
_____ Change of Phone #	_____ PT Employee	_____ Volunteer Coach
_____ Name Change	_____ Substitute	_____ Coach

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell phone # \_\_\_\_\_

E-Mail: \_\_\_\_\_

Birth Date: \_\_\_\_\_ SS# \_\_\_\_\_

**Position:** \_\_\_\_\_ Classified / Certified Married / Single M / F

**Salary:** \_\_\_\_\_

**Date of Hire** \_\_\_\_\_ **Benefits: Yes / No** **Effective Date of Benefits** \_\_\_\_\_

Notes:

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_