Chelsea Public Schools
Human Resources
500 Broadway
Chelsea, MA 02150
617-466-4467

To:

From: Tina Sullivan
Director of Human Resources

Subject: Name Change/ E-mail Change

Date:

In order for your name to be change on official records, and email you must complete the enclosed forms and submit a copy of a social security card issue with your name change to the School Personnel Office.

Since we do not have access to change your name or other information with related entities, you must contact them directly to make the **required changes**. Please review the list below to determine if you need to change any information with applicable agencies:

Medical, Dental, Life – To change, name, dependent or beneficiary
Contact: Alice Principe 617-466-4171
City of Chelsea Human Resources Room 301

Retirement – http://www.mass.gov/mtrs/8forms/82members/f020bda.pdf
For Mass Teachers Retirement System.

Chelsea Retirement System – name, dependent, or beneficiary
Chelsea City Hall, Room 214

Teacher License – http://www.mass.gov/edu/docs/ese/educator-effectiveness/licensing/request-for-name-change-form.pdf

403B-TSA Account /Colonial Life Insurance –Contact your personal account representative

Chelsea Employees Federal Credit Union – 617-889-3599

VOYA – contact Chelsea Public Schools Human Resource Office

E-Mail Address – **If you would like your Chelsea Public School e-mail account changed because of change of marital status , complete this form and return it to: Chelsea Public School Human Resource Office Room 221 Please note: the Technology Department will change the display name to reflect the name hyphenated. Your email address will be your original email address but the display name will be hyphenated. If you chose to change your name completely you will need to complete a new Computer & Internet Acceptable User Policy. You must understand this will be a "NEW" account, and all previous emails and document files will be no longer accessible. This will be a new account. You must notify the Personnel Office as to what you prefer, hyphenated, or new account. You will then be notified by the Technology Dept. as to when this will take place**

Current CPS e-mail address: _____ _____
(Print) (Today's Date)

Change of Name: _____
(print)