

**NAME AND ADDRESS OF EMPLOYEE****6.80**

- I. Any employee who changes his/her name or address shall notify the human resources department within ten (10) days after a change of name or address.
- II. Any employee who is required to have a Florida Educator Certificate or other license or certificate shall maintain the license or certificate in his/her legal name.
- III. Any employee who is a certificated educator is responsible for maintaining his/her current name and address with the Department of Education. The Department of Education shall be notified in writing or electronically of any changes of name and/or address.

**STATUTORY AUTHORITY:****1001.41, 1001.42 F.S.****LAW(S) IMPLEMENTED:****1001.43, 1012.561, F.S.****HISTORY:****ADOPTED: 6/12/2007****REVISION DATE(S): \_\_\_\_\_****FORMERLY: NEW**