

LOS ANGELES UNIFIED SCHOOL DISTRICT

PAYROLL ADMINISTRATION

CHANGE OF ADDRESS REQUEST FORM

Change of address should be done by updating your profile using Employee Self Service, ESS at <https://ess.lausd.net>. This form is to be used only by active employees should ESS is not available. For Retirees, please complete Retiree Change of Address Request Form with Benefits Administration.

EMP NUMBER/PERSON ID		DATE
FIRST NAME	MI	LAST NAME
SIGNATURE		
HOME ADDRESS (Official Address)		
NUMBER AND STREET		
CITY	STATE	ZIP
TELEPHONE NUMBER		

PLEASE NOTE: REQUEST WILL NOT BE PROCESSED WITHOUT SIGNATURE.

SUBMIT COMPLETED FORM VIA:

SCHOOL MAIL

Payroll Administration
Beaudry Building
27th Floor

U.S. MAIL

Los Angeles Unified School District
Payroll Administration
333 S. Beaudry Ave., 27th Floor
Los Angeles, CA 90017

FAX

Fax Number: (866) 761-7413