



SCHOOL BOARD OF POLK COUNTY

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(863) 534-0781 • FAX (863) 534-0737

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GAIL F. MCKINZIE, Ph.D.
Superintendent

February 8, 2008

HRS #08-027

Contact: Linda Searcy, SPHR
Director, Personnel
534-0532 / 51351

MEMORANDUM

TO: All Staff

**FROM: Ron Ciranna, J.D., Assistant Superintendent
Human Resource Services**

SUBJECT: Address Changes

It is important that accurate address records be maintained in SAP for all employees. To effect a change in the system please follow these steps:

Active employees have two choices:

1. Request the secretary at the work site to make the change.
or
2. Access the self service option via the PCSB website www.polk-fl.net
 - a. Under 'Quick Links' Staff, click 'Help Desk' (right side of page)
 - b. Click 'District Applications' (bottom left side of page)
 - c. Under 'MYPOLKSCHOOLS Portal click 'AddressChangePolkPortal'

Former/non-active employees may request the change via US Mail to Human Resource Services or via fax (863-534-0737). Please include the name, old address, new address, and the last 6 digits of the Social Security Number. The employee's signature is required and a change cannot be made without that level of authorization.

If there are additional questions, please contact Human Resource Services Clerk Specialist, Cyndi Edwards, at 863-534-0781 or via email at cynthia.edwards@polk-fl.net.