



SCHOOL BOARD OF POLK COUNTY

P.O. BOX 391
BARTOW, FLORIDA 33831

(863) 534-0500

1915 SOUTH FLORAL AVENUE
BARTOW, FLORIDA 33830

January 13, 2011

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General Counsel

Administration

SHERRIE B. NICKELL, Ed.D.
Superintendent

HRS #11-010

**Contact: Peg Brenner
Director of Personnel
534-0532 / x51351**

MEMORANDUM

TO: All Staff

**FROM: Dennis F. Dunn, Interim Assistant Superintendent,
Human Resource Services**

SUBJECT: Address Changes

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

For Active employees, you have two choices:

1. You may provide the address change to your work site secretary and request that s/he make the change for you, or
2. You may access the self-service guidelines via the PCSB Web site and make the change yourself, as follows:
 - o Click Staff
 - o Click Help Desk (left, bottom of page)
 - o Click District Applications
 - o Under "MYPOLKSCHOOLSPORTAL", click to open AddressChangePolkPortal document
 - o Follow the instructions provided by the Help Desk. Questions may be directed to the Help Desk at 519-8040, or extension 56661.

For Inactive employees who contact the previous work location for procedural directions, please ask that s/he complete the attached form, sign and date it, and return it via U.S. Mail or fax it (863/534-0737) to Therese Farrior in the Human Resource Services Division.

For active employees who wish to secure exemption from Public Records and who qualify under Public Records Law, Chapter 119.07 6(i)1,2,3,4,5, please complete the form as found in Outlook – Public Folders – All Public Folders – Human Resources – Personnel – Public Records Exemption – "Exempt from Public Records" form, and return it as described.