

# NEW LEXINGTON SCHOOLS

2549 Panther Drive  
New Lexington, Ohio 43764  
740-342-4133 Fax: 740-342-6051



*Casey Coffey, Superintendent*

*David J. Rupe, Treasurer*

## WELCOME TO NEW LEXINGTON SCHOOLS!

As an employee of New Lexington Schools, please complete the following directory form:

Employee Name: \_\_\_\_\_

Maiden Name: \_\_\_\_\_  
(only with name change)

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

I am liable for \_\_\_\_\_ city tax because I work there.

I am liable for \_\_\_\_\_ city tax because I live there.

School District of Residence: \_\_\_\_\_

Building Assignment: \_\_\_\_\_ Position: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

New Employee

Address Change

Name Change

Return to the Treasurer's Office

\*An updated social security card is required for any name change\*