

NORTH CENTRAL STATE COLLEGE
POLICY AND PROCEDURES MANUAL

CHANGE OF ADDRESS
Policy No. 3357:13-16-161
Page 1 of 1

Effective:

Faculty or staff having a change of mailing address should notify the Human Resources Office as soon as they have their new address. Form 16-161a, Change of Address, must be forwarded to the Human Resources Office to become a part of your permanent records. A copy of this form will be forwarded by the Human Resources Office to the Business Office and other appropriate senior administrative offices to be made part of the faculty personnel records.