



To Staff:

Please review the preliminary 2008-09 Hickman Mills Staff Directory and provide changes and corrections per the attached Staff Directory Change Correction (PSDCC-2008) form and send to the Business Office attention Carol Stump. All changes can be made by staff except the Job Position Titles and those changes must be made by an Administrator. The staff directory is developed from SISFIN and it is important that all staff make appropriate changes as soon as they occur.

Public Information Office



STAFF DIRECTORY CHANGE CORRECTION

Employee Name: (Last) _____ (Middle Name) _____ (First) _____

New Position Title: _____

New School/Department: _____ New Phone Number: _____

Home Address Change:

Street: _____ City: _____ Zip Code: _____

Telephone Number:

_____ (Home) _____ (Cell)