

EMPLOYEE INFORMATION SHEET

If any of your information changes throughout the year, please be sure to complete a new Employee Information Sheet and submit to Linda, as soon as possible. In addition to updating your info on this sheet, be sure to **also** update this information in The Employee Self Service Website, by visiting <https://achieve.lausd.net/Page/4662> and signing-in with your SSO. Click on 'Access the Employee Self Service Website (ESS)', located at the top, then sign-in. Once you're in, click on 'Profile' and click 'Edit' (at the bottom, right hand corner). Changes will take effect the following business day. ***All information will be treated as confidential. Thank you.***

Full Name _____ Today's Date _____

LAUD Employee Number _____

Gender _____ Birthdate _____ (optional)

Street Address _____ Apt. # _____

City _____ Zip Code _____

Telephone # _____ Cell Phone # _____

LAUSD Email Address

Year you began at Reed _____

Emergency Information:

Name _____

Relationship _____

Home Phone _____

Work Phone _____

Cell Phone _____

Other important information you'd like to make us aware of:
