

VENTURA COUNTY OFFICE OF EDUCATION

SUPERINTENDENT POLICY NO. 3591

ADOPTED: 2/14/96

CLASSIFICATION: General Administrative Policies

REVISED:

SUBJECT: Address of Employee

It is the responsibility of each individual to report his or her correct address, telephone number, and other required data, as well as all changes made thereto, to the Business Office. This correct information shall be on file in a centralized personnel record system and available at all times. Summer addresses should also be recorded.