

Name and Address Change Form

TO: All Vermont Superintendents, Principals, and Chairs of Local & Regional Standards Boards
FROM: Robert A. Gross, Assistant Director of Educator Quality
DATE: September 2006

RE: Name and address change notification to the Licensing Office.

In November 2006, the Licensing Office will be sending license renewal packets to educators whose licenses expire on June 30, 2007.

Though we had a tremendous response to last year's request for name/address changes, the Licensing Office still received over **400 renewals returned** by the post office because of **incorrect names or addresses**. These educators did not receive their renewal form in a timely fashion or, in some cases, did not receive their renewals at all.

Again, we are asking for your assistance in notifying all Vermont educators that

- Name & address changes **must be received in writing** by e-mail, fax, US Mail or hand delivered to the Licensing Office.
- Fax and mail changes must include the educator's SS#.
- Name & address changes cannot be accepted by telephone.
- Changes received **after Friday September, 29th** may result in delays in educators receiving renewal forms for this year.
- Renewal forms will be mailed out the last week of November 2006.
- Please feel free to share the attached sheet with educators you know whose licenses will expire on June 30, 2007 but who are not working at this time.

E-mail address:

licensinginfo@education.state.vt.us

Fax:

802-828-5107

Mailing Address:

Licensing Office
Vermont Department of Education
120 State Street
Montpelier, VT 05620-2501

