

NEW CANEY INDEPENDENT SCHOOL DISTRICT

Immediate Notification of Change in Employee Status

Campus _____ Date _____

Please be advised that _____ Employee ID # _____
Please Print Name

has been out more than 3 consecutive days due to _____.

Or

has been terminated as of _____.

Please complete and email to the Payroll Office to ebresenhan@newcaneyisd.org
and HR Office to jbatchelder@newcaneyisd.org as soon as aware of change in
status.

DO NOT HOLD and send with regular payroll.