SAN MARCOS UNIFIED SCHOOL DISTRICT
engaging students...inspiring futures

Human Resources and Development
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San Marcos, CA 92069

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EMPLOYEE HANDBOOK EVIDENCE OF RECEIPT AND EMERGENCY CONTACT FORM
I acknowledge my receipt and review of the SMUSD 2021-2022 Employee Handbook, the Employee Use of Technology Board Policy and Exhibit, and Sudden Cardiac Arrest Employee Information which is always available to me on the San Marcos Unified School District website (www.smusd.org).

SIGNATURE		**DATE**

In order to maintain the District's personnel records, please provide the following information:

MY CURRENT INFORMATION: ***(please print)***	
Employee Name:	Birthdate:
Address:	
City:	Zip:
Home Phone Number:	
Cell Phone Number:	

EMERGENCY NOTIFICATION

IN CASE OF EMERGENCY NOTIFY: ***(please print)***	
Name:	Relationship:
Address:	
City:	Zip:
Phone Number:	
Other Phone Number (Optional):	

Please update my SMUSD records with this current information

In the future, if there are any changes to the above information, please contact the school or department office where you work. They will forward your updated information to Human Resources. Thank you for your cooperation.

Governing Board: Stacy Carlson Sarah Ahmad Sydney Kerr Carlos Ulloa, Ed.D. Jaime Chamberlin
Andrew S. Johnsen Ed.D. Superintendent