



Request to Update Contact Information Checklist

***For Current Louisiana Pathways members**

Please use the Request to Update Contact Information Form to:

- **Change your name, address, phone number(s), email address, and/or work status.**

To complete this process, please follow these steps:

1. Fill out the Request to Update Contact Information Form completely and sign. Incomplete or unsigned forms will delay processing your request.
2. Mail your completed form to Louisiana Pathways:

Option #1:

Mail form to:

Louisiana Pathways
Career Development System
1800 Warrington Place
Shreveport, LA 71101

Option #2:

Emailed to: thomasje@nsula.edu

Option #3: (Employment Verifications cannot be faxed in)

Fax to: 318-677-3143

What you can expect

Once you mail your request form....

- Allow 1 week for your request to be processed. Your Director will be able to verify most changes by requesting a Director's Report.
- Newsletters are emailed approximately once a month.
- New level certificates are mailed only after members move up the career ladder.
- School Readiness Tax forms will be mailed to all active members on eligible levels at the end of January.



Request to Update Contact Information

***Please Print:**

Member's Name _____ **Last 4 digits of SSN** _____

check here if your name has legally changed

MAILING ADDRESS _____

Street Address _____ Apt _____

City _____ State _____ ZIP _____

PHONE _____ **EMAIL** _____

Home: (_____) _____ @ _____

Cell: (_____) _____

Work: (_____) _____

CURRENT EMPLOYMENT _____

Name of Center _____

- If you have moved to a new center since first enrolling in Pathways and haven't already done so, please attach an updated **Employment Verification Form** (must be filled out by your current director, can be downloaded from pathways.nsula.edu under tracks and tools)

check here if you are no **longer working in child care** and wish to be made inactive

Last date of employment _____

By signing below, I request the changes listed above.

X _____
Member's Signature

Date