

# Human Resources



## To Change Your Address:

E-mail these people with your new address:

1. Your building secretary
2. Payroll, Iwona Gosz at [igosz@belmontschools.net](mailto:igosz@belmontschools.net)
3. If you have health insurance with the Town, Kerrie Clark at [kclark@belmont-ma.gov](mailto:kclark@belmont-ma.gov)
4. If you are Unit A utilizing tuition reimbursement, complete a new [W-9 form](#) and send to Consuelo Abrisqueta by interoffice mail or mail.

## To Change Your Name:

Send printed copies of your legal documentation (i.e., marriage certificate, social security card) to:

Human Resources Consuelo Abrisqueta, either by interoffice mail or US mail to:  
644 Pleasant Street Belmont, MA 02478

For security reasons please do NOT submit these documents by email.

An electronic form will be generated to make the change with Technology.

## To Update Your Teaching License Information in Rediker:

1. Log into your ELAR profile with DESE
2. At the "Welcome to ELAR" screen, select "Check license status/history"
3. Scroll down to the "License information View/Print" button and click there
4. An unofficial license information page will open. Print or save as .pdf and send to Human Resources via email or interoffice mail.
5. Your license information will be updated in Rediker