



Los Angeles Unified School District Headquarters
Office of the Building
Information Update Form

PERSONAL INFORMATION: (please complete)

Employee/Contractor Name:	Employee/Contractor ID #:
Email:	Desk/Office Phone:
Floor #:	Cubicle/ Office #:
Position Title:	Division/ Branch:
Class Code:	Location Code:

VEHICLE/ PARKING INFORMATION: (this section **MUST** be filled out)

Parking Already Provided - Current Parking Assignment?	If No, Are You Requesting Parking? (Yes/No)
Vehicle #1- Year, Make/ Model, Color and License Plate #:	
Vehicle #2- Year, Make/ Model, Color and License Plate #:	
Vehicle #3- Year, Make/ Model, Color and License Plate #:	
Physically Challenged? (Yes/No) DMV Plaque/Plate #	Provided Office of the Building required copy of DMV paperwork? (Yes/No)

LAUSD CONTRACTED EMPLOYEE INFORMATION: (please fill out the following **ONLY** if you are a Consultant)

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Add New Consultant

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Remove Existing Consultant

DATE: _____

Consultant Firm Name:	
Consultant Firm Address:	
Consultant Firm Contact Name:	Consultant Firm Contact Phone Number:

Employee/Contractor Signature:

X_____ Date: _____

Please submit form to the Office of the Building (Email: OfficeoftheBuilding@lausd.net)