**REQUEST FOR SWITCHBOARD DIRECTORY AMENDMENT**

**(New starters/ leavers)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **JOB REQUESTED BY:** |  |  |  |  |  |
| Name: | Ext.no: | Location: | Dept: | Rm no: | Date: |
|  |  |  |  |  |  |
| **AMENDMENTS** |  |  |  |  |  |
| Ext. no: | Assignment (Name or DEPT etc): | Effective From (date): | Add (yes): | Remove (yes): |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**NB: Extensions may have more than one assignment.**

**Please contact your local administrator/ line manager in order to update the online directory.**

**Email completed forms to: Telexchange@kent.ac.uk**

**Incomplete/ incorrect request forms may be returned**