



CT TEACHERS' RETIREMENT BOARD
765 ASYLUM AVENUE HARTFORD, CT 06105-2822
"An Affirmative Action/Equal Opportunity Employer"
Toll-Free 1-800-504-1102 X8429 (860) 241-8429 Fax (860) 622-2850
www.ct.gov/trb

From: Laccavole, Louis
Sent: Wednesday, September 4, 2013 9:14 AM
To: Transmittal Processors and Business Managers
Subject: Teachers' Retirement Board Training 2013

Teachers' Retirement Board (TRB) will hold a training session for Transmittal Processors and Business Managers on Wednesday, September 18, 2013 from 9:00-12:30 and again on Thursday, October 17, 2013 from 9:00-12:30 in Degnan Hall (room 256) at the office of the Connecticut Community Colleges, 61 Woodland Street, Hartford CT 06105 – see <http://www.ct.edu/directions> for directions.

The objectives of the session will be to provide an overview of TRB operations and systems; review the responsibilities of both TRB and school district personnel; discuss the transmittal process and reports; and answer questions regarding TRB policies and procedures. We'll address issues that have arisen during the past school year; incorporate your suggestions regarding potential agenda items; and allow time for questions and discussion.

Please complete and return the enclosed registration form if you plan to attend, and identify any questions or topics that you would like us to address. Return this form to me at the above address or fax number as soon as possible. Attendance (on a first-come, first-served basis) is limited to two people per school district, and total attendance is limited by the capacity of the meeting room.

We look forward to hearing from you.

Louis Laccavole

Fiscal Administrative Supervisor

TransmittalTrainInviteBOE090413



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TEACHERS' RETIREMENT BOARD TRAINING SESSION

Name _____ Title _____

School District _____

Address _____

Email: _____

Phone _____ Fax _____

Session (circle one)

September 18

October 17

Questions/Topics that you would like TRB staff to address:
