



STATE OF CONNECTICUT
TEACHERS' RETIREMENT BOARD
765 ASYLUM AVE HARTFORD, CT 06105
Toll-Free 1-800-504-1102 (860) 241-8429 Fax (860) 241-9295 www.ct.gov/trb

TO: Business Managers and Transmittal Processors

DATE: August 2, 2011 9:02 AM

SUBJECT: TRB Transmittal Training

Attached is an invitation to a Teachers' Retirement Board training session from 9:00-12:30 on 8/23/11.

Louis Laccavole
Fiscal Administrative Supervisor



STATE OF CONNECTICUT
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

August 2, 2011

TO: Transmittal Processors and Business Managers

Teachers' Retirement Board (TRB) will hold a training session for Transmittal Processors and Business Managers on Tuesday, August 23, 2011 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.comnet.edu/directions.asp> 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. We also plan to have a representative of the state Department of Education Certification Bureau join us to discuss certification.

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 by August 17. 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



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TEACHERS' RETIREMENT BOARD TRAINING SESSION

Name _____ Title _____

School District _____

Address _____

Email: _____

Phone _____ Fax _____

Questions/Topics that you would like addressed by TRB staff:
