



STATE OF CONNECTICUT  
TEACHERS' RETIREMENT BOARD  
765 ASYLUM AVENUE, HARTFORD, CT 06106-1500  
Toll-Free 1-800-504-1102 (860) 241-8429 Fax (860) 241-9295 [www.ct.gov/trb](http://www.ct.gov/trb)

July 18, 2008

TO: Transmittal Processors and Business Managers

Teachers' Retirement Board plans to hold a training session for Transmittal Processors and Business Managers at the Legislative Office Building, 300 Capitol Avenue, Hartford CT, on Tuesday, August 12, 2008 and Tuesday August 19, 2008. The objectives of this session will be to provide an overview of TRB operations and systems; review the roles and responsibilities of both TRB and school district personnel; discuss the transmittal process and reports; and answer questions regarding TRB policies and procedures. We will try to incorporate your suggestions regarding potential agenda items, and allow time for questions and discussion. Representatives from the State Department of Education Certification Bureau will also be present.

Please complete and return the enclosed registration form if you plan to attend one of these sessions. Indicate which date; each session will be from 9:00 to 1:00. Also identify any questions or topics that you would like us to address at the meeting. Return this form to me at the above address by August 1, 2008. We will limit attendance to 75 people per session on a first-come, first-served basis with a maximum of two attendees per school district.

We look forward to hearing from you.

Louis Laccavole  
Fiscal Administrative Supervisor

TransmittalTrainInviteBOE 7/18/08



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TEACHERS' RETIREMENT BOARD TRAINING SESSION

Name \_\_\_\_\_ Title \_\_\_\_\_

School District \_\_\_\_\_

Address \_\_\_\_\_

Email: \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Session (Circle one) Tuesday, August 12 Tuesday, August 19

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

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