



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 2, 2014 10:20 AM
To: Transmittal Processors and Business Managers
Subject: Teachers' Retirement Board Training 2014

Teachers' Retirement Board (TRB) will hold a training session for Transmittal Processors and Business Managers on Thursday, September 18, 2014 from 9:00-12:30 and again on Wednesday, October 15, 2014 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



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TEACHERS' RETIREMENT BOARD TRAINING SESSION

Name _____ Title _____

School District _____

Address _____

Email: _____

Phone _____ Fax _____

Session (circle one) **September 18** **October 15**

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