



STATE OF CONNECTICUT
TEACHERS' RETIREMENT BOARD
765 ASYLUM AVENUE HARTFORD, CT 06105-2822
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"An Affirmative Action/Equal Opportunity Employer"
www.ct.gov/trb

From: Laccavole, Louis
Sent: Friday, September 6, 2011 8:56 AM
To: Transmittal Processors
Cc: Business Managers
Subject: 2011 Transmittal Training

Teachers' Retirement Board will hold a training session for transmittal processors on Wednesday 9/21/11 from 9:00 - 11:30 at TRB, 765 Asylum Avenue, Hartford CT 06105. This session will provide hands-on training in the preparation and submission of a transmittal. It will primarily be directed toward transmittal processors who are new to this role.

Attendance is on a first-come, first-served basis and is limited to one person per school district and 12 people in total. People who have previously expressed an interest in this session should confirm that they will attend. If interest warrants it, we may schedule a second session at a later date.

Let me know if you would like to attend by responding to this email.

Louis Laccavole
Fiscal Administrative Supervisor

C: Business Managers