



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

DATE: July 22, 2009
TO: Transmittal Processors and Business Managers
FROM: Louis Laccavole
SUBJECT: Teachers' Retirement Board Training

Teachers' Retirement Board (TRB) will hold a training session for Transmittal Processors and Business Managers on Wednesday, August 5, 2009 and Wednesday, August 12, 2009. The sessions will be held in Degnan Hall (room 256) at the office of the Connecticut Community Colleges, 61 Woodland Street, Hartford CT 06105 - see <http://www.commnet.edu/directions.asp> for directions.

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'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 one of these sessions. Indicate which date; each session will be from 9:00 to 12:00. 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 July 31 for the August 5 session and by August 7 for the August 12 session. 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) Wednesday, August 5 Wednesday, August 12

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