



STATE OF CONNECTICUT
TEACHERS' RETIREMENT BOARD
765 ASYLUM AVENUE HARTFORD, CT 06105-2822
Toll free 1-800-504-1102 (860) 241-8429 Fax (860) 241-9295
"An Affirmative Action/Equal Opportunity Employer"
www.ct.gov/trb

From: Louis Laccavole
Sent: Monday, August 3, 2010 9:42 AM
To: Transmittal Processors and Business Managers
Subject: Teachers' Retirement Board Training

Teachers' Retirement Board (TRB) will hold a training session for Transmittal Processors and Business Managers on Tuesday, August 17, 2010 and Wednesday, August 25, 2010. 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 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 you will attend; each session will be from 9:00 to 12:30. 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 or fax number by August 10 for the August 17 session or by August 18 for the August 25 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) Tuesday , August 17 Wednesday, August 25

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