



STATE OF CONNECTICUT  
TEACHERS' RETIREMENT BOARD  
21 GRAND STREET HARTFORD, CT 06106-1500  
Toll-Free 1-800-504-1102 (860) 241-8429 Fax (860) 525-6018 [www.ct.gov/trb](http://www.ct.gov/trb)

May 22, 2006

TO: Transmittal Processors and Business Managers

Teachers' Retirement Board plans to hold a training session for Transmittal Processors and Business Managers at our office on Thursday August 17, 2006 and again on Monday August 21, 2006. 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 also try to incorporate your suggestions regarding potential agenda items, and allow time for questions and discussion. We envision the session lasting between two and three hours.

Please complete and return the enclosed registration form if you plan to attend one of these sessions. Indicate which date and time slot would be preferable; the morning session will probably run from 9:00 to 11:30, and the afternoon session from 1:00 to 3:30. 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 by May 31, 2006. We will limit attendance to 20 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



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TEACHERS' RETIREMENT BOARD TRAINING SESSION

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

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

Address \_\_\_\_\_

\_\_\_\_\_

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

Session (Circle one) Thursday August 17 Monday August 21

Time Slot (Circle one) Morning Afternoon

Questions/Topics that you would like addressed \_\_\_\_\_

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