



CT TEACHERS' RETIREMENT BOARD
765 ASYLUM AVENUE HARTFORD, CT 06105-2822
Toll free 1-800-504-1102 (860) 241-8429 Fax (860) 241-9295
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www.ct.gov/trb

From: Laccavole, Louis
Sent: Wednesday, August 29, 2012 2:37 PM
To: Transmittal Processors
Cc: Business Managers
Subject: Teachers' Retirement Board (Hands-on) Training - Transmittals

Teachers' Retirement Board will hold a training session for transmittal processors on Wednesday 9/26/12 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 twelve people in total. People who have previously expressed 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