



STATE OF CONNECTICUT
TEACHERS' RETIREMENT BOARD
765 ASYLUM AVENUE HARTFORD, CT 06105-2822
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From: Laccavole, Louis
Sent: Tuesday, August 18, 2009 8:56 AM
To: Transmittal Processors
Cc: Business Office Staff
Subject: Transmittal Training

Teachers' Retirement Board will conduct a training session for transmittal processors on Thursday September 17th from 9:00-11:30 at the TRB offices, 765 Asylum Avenue, Hartford CT. 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 will be limited to one person per school district and 12 people in total. 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 at Louis.laccavole@ct.gov.

Louis Laccavole
Fiscal Administrative Supervisor