

Retirement Board

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Operations Officer

Steve Edmundson
Investment Officer

Memorandum

To: Liaison Officer

From: Charyl Lacombe,
Manager of Employer Services

Date: July 15, 2016

Re: School Year Start and End Dates for School Year 2016-2017

In order to facilitate the processing of retirement applications and member refunds the attached Certification of School Year Start and End Dates is used to track the start and end dates of the school year for both classified and certified school district employees.

Please complete the form indicating the start and end dates for 9, 10, 11, and 12 month classified and certified school district employees. In the event you do not have employees in one of the position types, please indicate not applicable.

Please use the form we have provided. PERS will not accept any other forms for submitting this information. The attached form must be completed and returned to PERS by **August 15, 2016**. You may mail or fax the information to us at (775) 687-4350.

If you have any questions, please call me at (775) 687-4200 ext 228.