



**Public Employees' Retirement System of Nevada**  
 693 W. Nye Lane, Carson City, NV 89703 (775) 687-4200 Fax (775) 687-5131  
 5740 S. Eastern Ave. Suite 120, Las Vegas, NV 89119 (702) 486-3900 Fax (702) 678-6934  
 Toll Free 1-866-473-7768 Website: [www.nvpers.org](http://www.nvpers.org) Email: [nvpers@nvpers.org](mailto:nvpers@nvpers.org)

**School District Classified Staff Certification**

Member Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Complete Parts I and II and return form to PERS office.

**PART I - MEMBER ACKNOWLEDGMENT**  
 (Member Completes)

School District employees who work less than 12 months in a school year earn one and one third days for each day worked of additional service credit that is applied after the termination date. I understand that my retirement effective date will only be after all additional service credit is applied to my account.

\_\_\_\_\_  
 Member Signature

\_\_\_\_\_  
 Date

**PART II - EMPLOYER CERTIFICATION**  
 (Public Employer Completes)

First day worked in the current school year was \_\_\_\_\_.

The member works (please mark)      9 months      10 months      11 months      12 months

The last day of member's employment will be \_\_\_\_\_.

Member has been on leave without pay from \_\_\_\_\_ to \_\_\_\_\_.

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
 Agency Liaison Officer/Signature Authority

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Agency Name

\_\_\_\_\_  
 Agency Number

**PERS CALCULATION**  
 (PERS Completes)

Additional service credit will be earned through \_\_\_\_\_ and the retirement effective date is extended to \_\_\_\_\_.

\_\_\_\_\_  
 PERS Representative

\_\_\_\_\_  
 Date