



Teachers' Retirement System of Louisiana  
 PO Box 94123 • Baton Rouge, LA 70804-9123  
 Telephone: (225) 925-6446 • Fax: (225) 925-4035  
 www.trsl.org

## Registration for TRSL Retirement Workshop or Employer Procedures Update (EPU)

Please Print

You must register before attending any TRSL retirement workshop or individual counseling session. Use this form to schedule summer, mid-career, post-retirement, TRSL/SSA, or EPU workshops only. **INDIVIDUAL COUNSELING MUST BE SCHEDULED BY PHONE** due to the specific nature of the information needed for each appointment. Dates are subject to change if scheduling difficulties arise. You may mail or fax the form below. Workshop descriptions can be found on page 2.

Date of workshop \_\_\_\_\_ Location of workshop \_\_\_\_\_

Name \_\_\_\_\_

E-mail \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Employer \_\_\_\_\_

ADA (American Disabilities Act) special needs request \_\_\_\_\_

Check one:     Teacher         Lunchroom employee         Other (specify) \_\_\_\_\_

Will your spouse attend?         Yes         No

Send to:    Retirement Education Department  
 (address above)  
 Tel: (225) 922-2822  
 Fax: (225) 925-4035  
 E-mail: retire.edu@trsl.org

## Workshop Descriptions

**Summer workshops** are five hours long. Members within five years of retirement or DROP eligibility are invited, but all are welcome. Speakers address topics including TRSL provisions, common sense financial planning, and Social Security issues.

**Mid-career workshops** are three hours long. Members who are 45 years old or younger are invited. Topics are limited to long-term financial planning and TRSL benefits.

**DROP participants' workshops** are two hours long. The workshops are open to members who have already joined DROP or who are working after completing DROP. Topics include retiring after DROP, continuing to work after DROP, and withdrawing from the DROP account after retirement.

**Group counseling** is two hours long and for members within three years of retirement. For those registered, an estimate of benefits is prepared in advance and distributed at the session. An overview of TRSL benefits is covered, followed by a detailed explanation of the estimate of benefits. There will be time for both group and individual questions and answers.

**Individual counseling** is offered by telephone on certain Saturdays for members within two years of retirement. Sessions are limited to 30 minutes per person, and only a limited number of appointments are available on each date. A TRSL counselor will call the member at home on the appointed date to answer the member's retirement questions. Current DROP participants are not eligible for these sessions. These sessions must be scheduled by speaking directly to the contact person indicated in advance of the appointment date. Appointments are filled on a first-come, first-served basis. E-mail requests for appointments will not be accepted.

**Post-retirement workshops** are three hours long and cover topics of special interest to retired TRSL members.

**Employer procedures update** is open to staff members of employers who report contributions to TRSL and who want further instruction in any aspect of their dealings with TRSL. Registration forms can be found in the February and August issues of the employer newsletter, *The Key*.

**TRSL & SSA sessions** are two-and-one-half hours long and are for all members. A representative from the Social Security Administration discusses Social Security issues, and a TRSL representative discusses general TRSL topics.

**Employer online training** lasts one hour. It is topic-specific training on TRSL programs, policies, and procedures. Conducted via online.

**Member online training** lasts one hour. It is topic-specific training on TRSL benefit information and preparation for retirement. Conducted via online.

**Retirement 101** is a workshop that covers the final steps needed to retire or enter DROP, such as filling out applications and other forms, documents needed to finalize your retirement or DROP, things that may delay retirement or DROP processing, and other information needed to prepare you for retirement.