

Retirement Board

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Memorandum

To: Liaison Officer

From: Charyl Lacombe,
Manager of Employer Services

Date: March 9, 2015

Re: School Year Start and End Dates for School Year 2015-2016

As discussed at the Liaison Officer conference in November 2014, we are implementing a new form, Certification of School Year Start and End Dates, 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 **April 4, 2015**. 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.



**CERTIFICATION OF SCHOOL YEAR
START AND END DATES
2015-2016**

693 W. Nye Lane, Carson City, NV 89703 (775) 687-4200 Fax (775) 687-5131
5820 S. Eastern Ave. Suite 220, Las Vegas, NV 89119 (702) 486-3900 Fax (702) 678-6934
Toll Free (866) 473-7768 Website: www.nvpers.org

**CONTRACT START AND END DATES
2015-2016**

	School year start date	School year end date
9 month employee	_____	_____
10 month employee	_____	_____
11 month employee	_____	_____
12 month employee	_____	_____

**CONTRACT START AND END DATES
2015-2016**

	Contract begin date	Contract end date
9 month employee	_____	_____
10 month employee	_____	_____
11 month employee	_____	_____
12 month employee	_____	_____

Comments: _____

PERS Agency Number

**Agency Liaison Officer Signature
or Authorized Representative**

Agency Name