

Continuation of Participation in the Teachers' Retirement Plan Form

Please complete this form if you were a District of Columbia Public Schools (DCPS) employee who participated in the District of Columbia Teachers' Retirement Plan and you meet one of the following conditions:

1. Your employment with the charter school begins within 60 days of the date of your termination of employment with DCPS. (D.C. Code § 38-1802.07(b))
2. You are on an approved leave of absence for purposes of working at a charter school and will begin charter school employment within 90 days of the last day of service at DCPS. (D.C. Code § 38-1802.07(a); 5-E DCMR § 1204.5)

EMPLOYEE INFORMATION

Last Name	First Name	Middle Initial
/ /	PeopleSoft ID (Optional)	SSN (Required)
Date of Birth	DCPS Original Hire Date	
Gender		

POSITION AND DATE OF HIRE BY CHARTER SCHOOL

Name of Charter School	
Position, e.g. Principal, Teacher, Counselor	Charter School Date of Hire

QUESTIONNAIRE

1. Are you a former DCPS employee who participated in the Teachers' Retirement Plan? Yes No

If "Yes," please continue.

If "No," STOP! Please complete the Continuation of DC Sponsored Other Retirement Plan Form.

2. Did you request a Leave of Absence (LOA) from DCPS? Yes No

If "Yes," please attach a copy of your LOA approval notification letter. Please note that the LOA must be renewed every two years. Even though your continued enrollment is automatic, please skip to the Employee Certification at the end of this document and sign and date this document.

If "No," please continue.



QUESTIONNAIRE CONTINUED

3. Are you retired under the Teachers' Plan? Yes No

If "Yes," STOP! You cannot continue participation.

4. Did you terminate/separate from DCPS? Yes No

5. If "Yes" to questions 4, did you request or receive a refund of your Teacher Retirement Plan contributions or rollover your contributions? Yes No

If "Yes," STOP! You cannot continue participation in the Teachers' Retirement Plan.

6. Do you wish to continue your participation in the Teachers' Retirement Plan? Yes No

If "No", you may elect to participate in the charter school retirement system and rollover your Teachers' Retirement Plan contributions. Please skip to the Employee Certification.

7. Did DCPS hire you prior to November 16, 1996? Yes No

EMPLOYEE CERTIFICATION

If applicable, I have attached:

- 1) The personnel action form which serves as proof of my original hire date with the District of Columbia Public Schools as well as the official separation document.
- 2) The approved notification letter from District of Columbia Public Schools approving my Leave of Absence.

If I answered "Yes" for #6, I understand that by signing this form I am authorizing my charter school to submit employee and employer contributions on my behalf to the Teachers' Retirement Fund. My employee contributions will be made via salary deductions on a pre-tax basis. Retroactive deductions may be needed during the time period. I also understand that I must continue to abide by the terms of the Teachers' Plan.

Employee Signature

Date

For Office Use Only: Public Charter School Officers, please complete the following:

Is the employee eligible for continuation in the DC Teachers Retirement Plan? Yes No
 Rate of Contribution (answer if applicable) 7% 8%

For above, if the employee marked "Yes" next to question #7, the appropriate rate of contribution is 7%. If the employee marked "No", the appropriate rate of contribution is 8%.

Public Charter School Officer (Printed Name)

Title

Public Charter School Officer Signature

Date

Email: _____ Phone: _____

This form must be completed by all new charter schools employees. Copies of the form should be given to the employee and kept on file with the school and given to DCRB and DCPS.