



NEW YORK STATE TEACHERS' RETIREMENT SYSTEM
10 Corporate Woods Drive, Albany, NY 12211-2395

**NEW YORK CITY SUBSEQUENT SERVICE UNDER
 CHAPTER 352 OF THE LAWS OF 2002**

Chapter 352 allows current members to receive credit for NYC teaching service if:

- ◆ Your City service was rendered **before** July 1, 1990 but **after** your current date of membership in NYSTRS.
- AND** ◆ You were not able to join the City Teachers' or Board of Education Retirement Systems.

TO THE MEMBER: Please type or print in ink all items in Part 1 and 2 of this form and then forward it to the New York City Department of Education for completion of Part 3 on back of form.

ADDRESS: New York City Department of Education
 Division of Financial Operations
 Office of Employment Records Research
 65 Court Street - Room 1703
 Brooklyn, NY 11201

PART 1					
Date		NYC File Number		Social Security Number	
First Name		MI	Last Name		Maiden Name(s)
Home Address			Apt. Number		Day Time Phone Number
City			State		Zip Code
Email Address			<i>Employee Signature</i>		

PART 2			
Type of Service (Check all that apply)	Dates of Employment Month, Day, Year From - To	School/Office (Location of Employment)	District/Boro
<input type="checkbox"/> Regular Teacher	-		
<input type="checkbox"/> Regular Substitute	-		
<input type="checkbox"/> Per Diem	-		
<input type="checkbox"/> Evening Community Center	-		
<input type="checkbox"/> After School Playground	-		
<input type="checkbox"/> Vacation Playground	-		
<input type="checkbox"/> Youth Board	-		
<input type="checkbox"/> Hourly School Lunch (E741)	-		
<input type="checkbox"/> Paraprofessional (E743)	-		
<input type="checkbox"/> School Aides, Guards (E744)	-		
<input type="checkbox"/> Administrative (J740 or H740)	-		
<input type="checkbox"/> Annual School Lunch	-		
<input type="checkbox"/> Hourly Admin Mechanics (Z740)	-		
<input type="checkbox"/> Other (Specify)	-		

Include additional information and unique requests in the comment box below.

Only service performed during time periods when employee was not a member of a retirement system can be verified by the Office of Employment Records Research.

To the New York City Department of Education: The member on the front has claimed credit for New York City teaching service. However, before we can evaluate this service, the information requested below is necessary. Please print or type and list all data by school year (July 1 - June 30).

PART 3: To be completed by the New York City Department of Education			
Number of Full Days for Which Salary Was Paid	Salary Received	School Year Ending June 30	Was This Member Eligible to Join the City TRS or BOE Retirement Systems?
			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO

I HEREBY CERTIFY THE ABOVE LISTED TEACHING SERVICE WAS RENDERED IN A NEW YORK CITY PUBLIC SCHOOL AND THE INFORMATION WAS TAKEN FROM THE OFFICIAL RECORDS.

SIGNATURE OF OFFICIAL		TITLE		DATE	
STREET	CITY	STATE	ZIP CODE	TELEPHONE NUMBER ()	