



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

OFFICE SERVICES ONLY

EMPLOYER REQUEST FOR REVIEW OF JOB TITLE REPORTABILITY

Please refer to the Employer Manual **Section 1: Membership** on NYSTRS.org for information regarding eligibility for membership in NYSTRS. Teachers, substitute teachers, superintendents, guidance counselors, nurse teachers, and teaching assistants are generally eligible for membership in NYSTRS. If you are seeking guidance for a different job title, please complete this form and submit it to NYSTRS at the address listed above. NYSTRS will use the information below to determine whether this job title is reportable to NYSTRS. The employer will accept NYSTRS determination.

Employer Name	NYSTRS District Code
Job Title	

1. Is this job title classified or unclassified by NYS Civil Service?

- Classified Unclassified

2. Do the official minimum requirements for this job title include one of the following NYS certifications?

- School District Administrator (SDA) Yes No
 School District Leader (SDL) Yes No
 NYS School District Business Leader (SDBL) Yes No

3. Do the job duties for this job title include delivery or supervision of instruction?

- No
 Yes, less than 50%
 Yes, greater than 50%

I hereby certify that I have accurately and completely answered the questions above with respect to this job title. I understand that NYSTRS' determination will be based upon the information provided.

Signature of Chief School Administrator	Date
Printed/Typed Name of Chief School Administrator	