

Certificated Employees – Attn: Amber Christman

255 Pico Ave. Ste. 250 San Marcos, CA 92069

Office: (760) 752-1244 Fax: (760) 752-1138

WHAT TO DO WHEN YOU ARE CONSIDERING RETIRING FROM CAL STRS

1. Attend a retirement planning workshop or counseling session before starting your Service Retirement Application
2. Complete and submit your Service Retirement Application online at: myCalSTRS.com if you have not registered yet, you can do so online at myCalSTRS.com
3. You can use myCalSTRS to manage your personal account information, find available forms to apply for retirement, as well as check the status of your retirement application.
4. You can access your CalSTRS Retirement Guide at : <http://www.calstrs.com/publication/your-retirement-guide> this guide will provide you with detailed information regarding the steps needed to apply for retirement through Cal STRS.

STRS CONTACT INFORMATION

Cal STRS

Phone: (800) 228-5453

Mail: P.O. Box 15275

Sacramento, CA 95851-0275

Local Counseling Offices:

San Marcos

North County Regional Education Center

255 Pico Avenue, Suite 128-D

San Marcos, CA 92069

Phone: (619) 718-6783

This location is a satellite office with intermittent hours and limited services. Call for office hours and to schedule a counseling session

San Diego

San Diego County Office of Education

5304 Metro Street, Suite A

San Diego, CA 92110

Phone: (619) 718-6783

Hours of Operation: M-F 8:00 a.m. – 5:00 p.m.

Murrieta

Riverside County Offices of Education

24980 Las Brisas Rd.

Murrieta, CA 92562

Phone: (800) 228-5453 Select Option 3

This location is a satellite office with intermittent hours and limited services. Call for office hours and to schedule a counseling session

WHAT FORMS DO I NEED TO FILE WITH SMUSD

LETTER OF RETIREMENT

You will need to submit your letter of retirement directly to Amber Christman in the Human Resources Department.

EXPRESS BENEFIT REPORT

You will need to submit your Express Benefit Report directly to Emily Knoebel in payroll.

RETIREMENT BENEFIT OPTIONS

You will need to get in contact with Kitty Ross in our benefits department in order to obtain information regarding your retirement benefit options.

*****Contact information is listed below*****

SMUSD CONTACT INFORMATION

Payroll Department:

Emily Knoebel, Payroll Technician

Office: (760) 752-1263

Fax: (760) 752-1202

Email: Rebecca.perez@smusd.org

Human Resources Department:

Amber Christman, Personnel Technician

Office: (760) 752-1244

Fax: (760) 752-1138

Email: amber.christman@smusd.org

Benefits Department:

Kitty Ross, Personnel Technician

Office: (760) 752-1241

Fax: (760) 752-1138

Email: kitty.ross@smusd.org