



CERTIFICATED PERSONNEL INFORMATION FORM

Monterey County Office of Education

Certificated Employee to Complete

Social Security Number ____/____/____ Date of Birth ____/____/____ Gender ____

Last Name _____ First Name _____ M.I. _____

Former Name (if applicable) _____

Address _____ City _____

State _____ Zip _____ Phone Number (_____) _____ - _____

Is this your first public teaching experience in California? () Yes () No

If no, year and County you last taught: Year _____ County _____

Have you previously taught in Monterey County? () Yes () No If yes, Year _____

Are you presently teaching in another school district? () Yes () No

If yes, District Name _____ Status: () Full-time () Part-time () Substitute

Are you retired? () Yes () No If yes, name of district _____

If you are not teaching, where are you presently employed? _____

Are you a member of the State Teachers' Retirement System? () Yes () No

If no, did you () Retire () Refund Date _____

If a non-member, was the *Permissive Election and Acknowledgement* Form MR350 provided and explained to you? () Yes () No

Employee Signature _____ **Date** _____

School District to Complete

District Name _____ First Date Worked in Position _____

Pay Frequency: () 10 Mo. () 11 Mo. () 12 Mo. _____ % Contract

Non-Full-time Status: () Substitute () Home Teacher () Part-Time () Adult School

District REAP Verification: () Not Available () Status () Not Found _____

District Signature _____ **Date** _____

IMPORTANT DISTRIBUTION INSTRUCTIONS:

- Contracts and Election into Membership: Submit "blue" form with Election form to MCOE **immediately**.
- Substitutes who Do Not Elect: Submit "blue" form to MCOE the month substitute is **first paid**.

MCOE to Complete

REAP Member Status _____ Date _____ Reap Status _____

MCOE STRS History _____

PRINT ON BLUE PAPER

IMPORTANT RETIREMENT ELECTION INFORMATION

1. Has the *Permissive Election and Acknowledgement of Receipt of CalSTRS Defined Benefit Plan Membership Information*, Form ES350, been distributed to the employee if they are not a STRS member and don't mandatorily qualify? ()Yes ()No
 - a. When "I Elect Membership" is checked, set payroll retirement system to "Member", attach Form ES350 to blue form and submit to MCOE immediately.
 - b. When "I Decline Membership at This Time" is checked, file copy of Form ES350 in the employee's personnel file, and submit original blue form to MCOE in the first month that the employee is first paid.
2. Retirement Election Form ES372 – 60 day election window period. Give form to employee within 10 days.
 - a. When a STRS member accepts a qualifying CalPERS position, provide Form ES372.
 - b. When a PERS member accepts a qualifying CalSTRS position, provide Form ES372.
 - c. Provide Publication *Join CalSTRS? Join CalPERS*.

District Signature_____ **Date**_____