



**To:** Chief School Administrators  
College & University Presidents  
School Principals

**Administrative Bulletin**

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**Winter/Spring 2011  
Pension & Retirement Education Program (PREP)**

No matter how far along you are in your career, careful financial and retirement planning are critical. NYSTRS' **Pension & Retirement Education Program (PREP)** is designed to help members of all ages accomplish that. Members can tailor PREP to fit their needs by staying for the entire seminar (from 8:30 a.m. - 3 p.m.) or just those modules that help them the most: NYSTRS benefits; financial planning; Social Security; estate planning; adjusting to your new life; filing for retirement; and, retirement income.

PREP seminars are free, and sessions are held throughout the year and across the state. Instructions for making reservations, which will be accepted in the order they are received, are included on the enclosed seminar schedule. PREP information is also available through the Retirement Planning page of our Web site at [www.nystrs.org](http://www.nystrs.org).

**Please copy the enclosed PREP schedule for winter/spring 2011, and post the schedules in locations frequented by staff.** We ask you to post this material as soon as possible, so those wishing to attend can register before slots are filled.

Thank you for your assistance in spreading the word about this important member program.

Enclosures

*Administrative Bulletins dating from 2000 to the present are available on our Web site at [www.nystrs.org](http://www.nystrs.org). Select the Employers tab and visit the Administrative Bulletins page.*