



Business Services Division / District Financial Services  
 Retirement Reporting Unit  
 Room 605, Fax (858) 279-2953

**CalPERS MEMBER ACTION REQUEST**  
 (Please PRINT or TYPE clearly)

First Name		Middle Name		Last Name	
Employee ID#	Social Security Number	Date of Birth	Gender		Former Name
			<input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> U		
Mailing Address			Email Address (First Line) and Phone Number (Second Line)		
City	State	ZIP	Position Number	CalPERS Contract Employer Name	Employer Code
				SDCOE	0246
Effective Date of Action	School District # / School District Name		Hire Date	Category	Work Calendar
				Miscellaneous	
Retired Annuitant:	<input type="checkbox"/> Yes <input type="checkbox"/> No				

Type of Action (Check all boxes that apply for this Effective Date: if none apply, indicate action needed in "Comments" section)		
A <input type="checkbox"/> Appointment (NAP)	D <input type="checkbox"/> Address Change (ADC)	F <input type="checkbox"/> Permanent Separation (PSP)
B <input type="checkbox"/> Membership Eff. Date Change (ACH)	E <input type="checkbox"/> Profile Change (PRC)	<input type="checkbox"/> Death
C <input type="checkbox"/> Unpaid Leave of Absence		<input type="checkbox"/> Other
<input type="checkbox"/> Begin Leave (BEL)		<input type="checkbox"/> Retirement
<input type="checkbox"/> End Leave (ENL)		Unused Sick Leave Days
		<input type="text"/>

**BASIS FOR MEMBERSHIP QUALIFICATION:**(Check appropriate box)

- |  |   |
|--|---|
| <input type="checkbox"/> Full Time for > 6 months                    | <input type="checkbox"/> Indeterminate; ≥ 20 hours a week for 1 year or more  |
| <input type="checkbox"/> Part Time for ≥ 20 hours for 1 year or more | <input type="checkbox"/> Has completed 1,000 hours or 125 days in fiscal year |
| <input type="checkbox"/> Already PERS                                | <input type="checkbox"/> Right of Election: Certificated electing CalPERS     |

Comments

Form Completed By:		
First Name	Last Name	Title
Phone	Fax	Date
Signature		