

[Date]

Public School Employees' Retirement System
Administrative Determinations
5 North 5th Street
Harrisburg, PA 17101

Re: Employing PSERS Retirees as day-to-day substitute teachers
Employer # _____

Dear Administrator:

Due to a general shortage of day-to-day substitute teachers, [School Employer] requests PSERS' pre-approval to employ PSERS retirees as temporary substitute teachers as needed throughout the 2022-2023 school year while recruitment of permanent employees continues.

In support of this request, [School Employer] certifies that a shortage of personnel exists with respect to substitute teachers. [School Employer] will provide a copy of this request and PSERS' response to any PSERS retiree who is employed under the School Year Approval Process for these services.

[Closing]