



**MICHIGAN OFFICE OF  
RETIREMENT SERVICES**

P.O. Box 30171 · Lansing, MI 48909-7671

[www.michigan.gov/ors](http://www.michigan.gov/ors)

Toll Free: 800-381-5111

Local: 517-284-4400

Fax: 517-284-4416

DATE

NAME

ADDRESS

CITY, STATE ZIP

Member ID:

Email Address:

**Option to Participate in Retirement System No Longer Available**

Dear NAME:

The Office of Retirement Services (ORS) received your *Part-Time Community College Student Employment Verification Request (R3800C)* form after the **January 31, 2020, 5 p.m. EST** deadline. Therefore, the opportunity to establish membership in the Michigan Public School Employees' Retirement System or to add your community college employment to your retirement account is no longer available.

Sincerely,

Customer Service  
Michigan Office of Retirement Services  
*Big Plans. Small Steps.*