



**SAN MARCOS**  
UNIFIED SCHOOL DISTRICT  
engaging students...inspiring futures

# SAN MARCOS UNIFIED SCHOOL DISTRICT

## Human Resources

### **CERTIFICATED EMPLOYEES – ATTN: AMBER CHRISTMAN**

255 Pico Ave. Ste. 250 San Marcos, CA 92069  
Office: (760) 752-1244 Fax: (760) 752-1138

#### **WHAT TO DO WHEN YOU ARE CONSIDERING RETIRING FROM CAL STRS**

1. Attend a retirement planning workshop or counseling session before starting your Service Retirement Application.
2. Complete and submit your Service Retirement Application online at: [myCalSTRS.com](http://myCalSTRS.com) if you have not registered yet, you can do so online at myCalSTRS.com
3. You can use myCalSTRS to manage your personal account information, find available forms to apply for retirement, as well as check the status of your retirement application.
4. You can access your CalSTRS Retirement Guide at : <http://www.calstrs.com/publication/your-retirement-guide> this guide will provide you with detailed information regarding the steps needed to apply for retirement through Cal STRS.

#### **STRS CONTACT INFORMATION**

##### **Cal STRS**

Phone: (800) 228-5453  
Mail: P.O. Box 15275  
Sacramento, CA 95851-0275

##### **Local Counseling Offices:**

##### **San Marcos**

North County Regional Education Center  
255 Pico Avenue, Suite 128-D  
San Marcos, CA 92069  
Phone: (619) 718-6783

*This location is a satellite office with intermittent hours and limited services. Call for office hours and to schedule a counseling session*

##### **San Diego**

San Diego County Office of Education  
5304 Metro Street, Suite A  
San Diego, CA 92110  
Phone: (619) 718-6783  
Hours of Operation: M-F 8:00 a.m. – 5:00 p.m.

##### **Murrieta**

Riverside County Offices of Education  
24980 Las Brisas Rd.  
Murrieta, CA 92562  
Phone: (800) 228-5453 Select Option 3

*This location is a satellite office with intermittent hours and limited services. Call for office hours and to schedule a counseling session*

## WHAT FORMS DO I NEED SUBMIT TO SMUSD

### **LETTER OF RETIREMENT**

You will need to submit your Notice of Separation directly to Amber Christman in the Human Resources Department. The form is located on the District website under Certificated Personnel. Once you click on the form you will be redirected to Informed K12 in order to complete your request.

### **EXPRESS BENEFIT REPORT**

**(CLICK HERE TO ACCESS THE EXPRESS BENEFIT FORM)**

You will need to submit your Express Benefit Report directly to Joseline Lopez in payroll.

### **RETIREMENT BENEFIT OPTIONS**

You will need to get in contact with LeAnna Winter in our benefits department in order to obtain information regarding your retirement benefit options.

***\*\*Contact information is listed below\*\****

## SMUSD CONTACT INFORMATION

### **Payroll Department:**

Joseline Lopez, Payroll Technician  
Office: (760) 752-1263  
Fax: (760) 752-1202  
Email: [joseline.lopez@smusd.org](mailto:joseline.lopez@smusd.org)

### **Human Resources Department:**

Amber Christman, Human Resource Analyst  
Office: (760) 752-1244  
Fax: (760) 752-1138  
Email: [amber.christman@smusd.org](mailto:amber.christman@smusd.org)

### **Benefits Department:**

LeAnna Winter, Benefits Analyst  
Office: (760) 752-1241  
Fax: (760) 752-1138  
Email: [leanna.winter@smusd.org](mailto:leanna.winter@smusd.org)