



AISD Retirement Checklist

1. Request a TRS Retirement Packet

Go to www.trs.state.tx.us → Active Members → Forms → TRS 18 Form. Or call TRS at (800)223-8778.

2. Submit your Notice of Retirement

Submit your retirement/resignation form found on the AISD website under Human Resources Customer Service. Email the completed form to Melody Lopez at mlopez23@aisd.net or hrcustomerservice@aisd.net.

3. Consult with a Financial Planner or TRS Counselor

Please consult with a financial planner or TRS counselor for assistance with completing your TRS packet and to ensure your financial questions are answered.

4. Retirement Meeting (Optional)

After receiving your retirement email from HR Leaves, if you have questions or need assistance please contact hrleaves@aisd.net.

5. Blank Notice of Final Deposit (TRS 7 Form)

When TRS has received the completed packet and the employee has received their last paycheck. TRS will notify the Arlington ISD payroll department to certify the TRS-7 form for the employee. If you have additional questions please contact the Payroll Department at (682)867-7421.

6. Send Completed Retirement Packet to TRS (1000 Red River St., Austin, TX 78701)

The employee will need to send the completed retirement packet to TRS as soon as possible. To ensure that the 1st TRS payment is received 30 days after all final AISD pay has been issued and the TRS 7 form is processed by Payroll. The retirement packet should be sent to TRS at least 6 weeks in advance.

7. TRS Notice

TRS will send the employee a letter confirming that the retirement packet was received. If the letter states that the TRS 7 form is missing, and you are sure your TRS 7 was given to the Payroll Department, please disregard. Payroll cannot send it until the final AISD paycheck has been issued to you.

8. TRS Paycheck

The 1st paycheck from TRS is usually received 31 days after the final AISD paycheck is issued or the first day of the month after the TRS 7 form has been processed by TRS.