



## SUPERINTENDENT'S STATEMENT FOR MEMBER'S CLASSROOM DISABILITY APPLICATION

State Form 17295 (R5 / 5-13)

**INDIANA PUBLIC RETIREMENT SYSTEM  
TEACHERS' RETIREMENT FUND**  
 1 North Capitol Avenue, Suite 001  
 Indianapolis, IN 46204-2014  
 Telephone: (888) 286-3544 (Toll-free)  
 Fax: (317) 232-3882  
 E-mail: [questions@inprs.in.gov](mailto:questions@inprs.in.gov)  
 Web site: [www.inprs.in.gov](http://www.inprs.in.gov)

### GENERAL INFORMATION

1. Remove any instruction pages included with this form prior to returning the completed form to the Indiana Public Retirement System (INPRS) at the address shown above.
2. Type or print using black ink.
3. This form must be on file with the Teachers' Retirement Fund (TRF) prior to the member (applicant) being considered for disability benefits.
4. The member (applicant) must complete the MEMBER INFORMATION section of this form and forward the form to the superintendent of the school corporation or the superintendent's designee.
5. The superintendent or his/her designee must complete the remainder of the form, sign and date the form, and return it to TRF.
6. Compensation includes all sick leave pay received by this member (applicant) from your school corporation. It is important that the dates entered on this form are accurate.
7. This completed form may be delivered to the lobby of INPRS at the address indicated on the form. Lobby hours are 8 a.m. to 5 p.m. on weekdays. The agency is closed on weekends and holidays, including all State-designated holidays.
8. Questions? Call customer service, toll-free, at (888) 526-1687, Monday – Friday, 8 a.m. - 8 p.m. EST.

### MEMBER INFORMATION

Member's name		Pension ID (PID) number	Date (mm/dd/yyyy)
Address		Telephone number with area code	
City	State	ZIP Code	E-mail address

### SUPERINTENDENT INFORMATION

Superintendent's name	Title if other than superintendent	Employer unit number
Employer/school corporation name		
Address		Telephone number with area code
City	State	ZIP Code

### SUPERINTENDENT'S STATEMENT

1. Length of time the member has been known by you.	Years	Months
2. Length of time the member has been under your supervision.	Years	Months
3. Is the member under contract to your school corporation? (Check one)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Date compensation ceased (mm/dd/yyyy)		
5. Date member last taught (mm/dd/yyyy)		
6. Date the semester ended in which the member last taught (mm/dd/yyyy)		
7. Comments (Do not include any information that would be considered protected health information (PHI) according to the Health Information Portability and Accountability Act (HIPAA).)		
Superintendent's signature		Date (mm/dd/yyyy)

**INSTRUCTIONS FOR  
SUPERINTENDENT'S STATEMENT FOR MEMBER'S CLASSROOM DISABILITY APPLICATION**

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**IMPORTANT**

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2. Type or print using black ink.
3. This form must be on file with the Teachers' Retirement Fund (TRF) prior to the member (applicant) being considered for disability benefits.
4. The member (applicant) must complete the MEMBER INFORMATION section of this form and forward the form to the superintendent of the school corporation or the superintendent's designee.
5. The superintendent or his/her designee must complete the remainder of the form, sign and date the form, and return it to TRF.
6. Compensation includes all sick leave pay received by this member (applicant) from your school corporation. It is important that the dates entered on this form are accurate.
7. This completed form may be delivered to the lobby of INPRS at the address indicated on the form. Lobby hours are 8 a.m. to 5 p.m. on weekdays. The agency is closed on weekends and holidays, including all State-designated holidays.
8. Questions? Call customer service, toll-free, at (888) 526-1687, Monday – Friday, 8 a.m. - 8 p.m. EST.

Entry field	Field description
<b>MEMBER INFORMATION</b>	
This section must be completed by the member and the form delivered to the superintendent of the school corporation for completion and submission to TRF for processing.	
Member's name	Enter the complete name of the member.
PID number	Enter the member's Pension ID (PID) number.
Date	This is the date the member completed the form and submitted it to the superintendent; format = mm/dd/yyyy.
Telephone number	Enter the member's telephone number with area code.
Address, City, State, ZIP Code	Enter the member's street or mailing address.
E-mail address	Enter the member's e-mail address, if applicable.
<b>SUPERINTENDENT INFORMATION</b>	
This section must be completed by the superintendent of the school corporation.	
Superintendent's name	Enter the name of the superintendent, or the superintendent's designee who is completing this section of the form
Title if other than superintendent	If the superintendent's designee is completing the form, this is the title of the designee.
Employer unit number	This is the TRF employer unit number for the school in which the member is employed.
Employer/school corporation name	This is the name of the school in which the member is employed.
Address, City, State, ZIP Code	This is the address of the school in which the member is employed.
Telephone number	This is the telephone number with area code for the school in which the member is employed.
<b>SUPERINTENDENT'S STATEMENT</b>	
This section must be completed by the superintendent of the school corporation.	
1. Length of time the member has been known by you.	Enter an estimated amount of time that the superintendent has known the member in <b>Years</b> and <b>Months</b> .
2. Length of time the member has been under your supervision.	Enter the amount of time the member has been supervised by the superintendent in <b>Years</b> and <b>Months</b> .
3. Is the member under contract to your school corporation?	Check one of the entries, <b>Yes</b> or <b>No</b> .
4. Date compensation ceased	Enter the date the member last received any compensation (sick leave or otherwise) from the school corporation; format = mm/dd/yyyy.
5. Date member last taught	Enter the member's last day in the classroom; format = mm/dd/yyyy.
6. Date the semester ended in which the member last taught	Enter the last day of the member's last semester in the classroom in the school corporation; format = mm/dd/yyyy.
Comments	Enter additional comments.
Signature of superintendent	Sign and date the form; format = mm/dd/yyyy