

# Employer Organization Change Close/Merge Notification

ES 1795 rev 12/18

# CALSTRS

California State Teachers' Retirement System  
P.O. Box 15275, MS 17  
Sacramento, CA 95851-0275  
800-228-5453  
CalSTRS.com

- Read the instructions thoroughly before completing this form. Complete one form for each school closure/merge.
- If organization change is for Regular School District, email completed packet to [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com).
- If organization change is for Charter School, email completed packet to [CharterSchoolQuestions@CalSTRS.com](mailto:CharterSchoolQuestions@CalSTRS.com).

## Section 1 CLOSE – See Instructions for details on closure requirements.

A closed school employer ceased operation following closing agreement and procedure on disposition of assets and liabilities; Department of Education was notified of closure.

### A. Reason(s) for Closing

VOLUNTARY CLOSURE     NON-RENEWAL     REVOCATION     OTHER:

### B. Closed School Employer

SCHOOL EMPLOYER

CALSTRS REPORT UNIT ID

CDE-CDS CODE

CHARTER NUMBER (N/A if not applicable)

### C. Schedule of Last Service and Reporting

OFFICIAL DATE OF CLOSURE

LAST DATE OF CALSTRS SERVICE (staff finalizing close-out)

LAST DATE OF INSTRUCTION

LAST REPORT PERIOD TO CALSTRS

### D. Contact Information for Closing

ORGANIZATION

CONTACT PERSON

POSITION TITLE

TELEPHONE

EMAIL

MAILING ADDRESS

### E. Attach Supporting Documents

Official Notification Letter on Employer Letterhead  
 Official Notification Sent to CDE

Board Minutes Approving Closure  
 Board Resolution on Closure Procedure

### F. Required Official Signatures

I understand it is a crime to fail to disclose a material fact or to make any knowingly false material statement, including a false statement regarding my marital status, for the purpose of using it, or allowing it to be used, to obtain, receive, continue, increase, deny or reduce any benefit administered by CalSTRS and it may result in penalties, including restitution, of up to one year in jail and/or a fine of up to \$5,000 (Education Code section 22010). It may also result in any document containing such false representation being voided. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct. I understand that perjury is punishable by imprisonment for up to four years (Penal Code section 126).

SCHOOL BOARD: PRINT NAME AND SIGN

POSITION TITLE

DATE SIGNED

DISTRICT BOARD (or CHARTERING AUTHORITY): PRINT NAME AND SIGN

POSITION TITLE

DATE SIGNED

COUNTY OFFICE OF EDUCATION: PRINT NAME AND SIGN

POSITION TITLE

DATE SIGNED



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**Employer Organization Change  
Close/Merge Notification** continued



**Section 2 MERGE – See Instructions for details on merge requirements.**

**Regular School District** – Two or more districts merge to form a new district or become a unified district; the lapsed district is absorbed into the unification. Complete entries A to F, except fields with asterisk (\*).

**Charter School** – Two or more report units merge into one Report Unit ID. Merging multiple report units is subject to CalSTRS assessment and approval. Merging report units must be for active charter schools located in the same county and operated by the same corporation and payroll management. Complete information below and all entries A to F.

COUNTY	REASONS FOR MERGE:
CORPORATION	
PAYROLL MANAGEMENT	

**A. Merging School Employers** See Instructions if merging more than two school employers

SCHOOL EMPLOYER 1

CALSTRS REPORT UNIT ID	LAST REPORT TO CALSTRS UNDER THIS REPORT UNIT ID
CDS CODE	*CHARTER NUMBER (N/A if not applicable)
SITE TYPE	*FUNDING MODE (N/A if not applicable) <input type="checkbox"/> DIRECT <input type="checkbox"/> LOCAL

SCHOOL EMPLOYER 2

CALSTRS REPORT UNIT ID	LAST REPORT TO CALSTRS UNDER THIS REPORT UNIT ID
CDS CODE	*CHARTER NUMBER (N/A if not applicable)
SITE TYPE	*FUNDING MODE (N/A if not applicable) <input type="checkbox"/> DIRECT <input type="checkbox"/> LOCAL

**B. Merged New District Identification**

MERGED-NEW SCHOOL EMPLOYER NAME

CALSTRS REPORT UNIT ID	CDS CODE	*CHARTER NUMBER (N/A if not applicable)
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**C. Schedule of First Reporting as Merged-New District**

OFFICIAL DATE OF MERGE	FIRST REPORT PERIOD TO CALSTRS
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**D. Contact Information for Merging**

ORGANIZATION

CONTACT PERSON	POSITION TITLE
TELEPHONE	EMAIL
MAILING ADDRESS	

**E. Attach Supporting Documents. Supporting documents must specify reasons for merge.**

<input type="checkbox"/> Official Notification on Employer Letterhead	<input type="checkbox"/> Board Minutes Adopting Merge	<input type="checkbox"/> Board Resolution on Merge
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**F. Required Signatures**

I understand it is a crime to fail to disclose a material fact or to make any knowingly false material statement, including a false statement regarding my marital status, for the purpose of using it, or allowing it to be used, to obtain, receive, continue, increase, deny or reduce any benefit administered by CalSTRS and it may result in penalties, including restitution, of up to one year in jail and/or a fine of up to \$5,000 (Education Code section 22010). It may also result in any document containing such false representation being voided. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct. I understand that perjury is punishable by imprisonment for up to four years (Penal Code section 126).

SCHOOL BOARD: PRINT NAME AND SIGN	POSITION TITLE	DATE SIGNED
DISTRICT BOARD (or CHARTERING AUTHORITY): PRINT NAME AND SIGN	POSITION TITLE	DATE SIGNED
COUNTY OFFICE OF EDUCATION: PRINT NAME AND SIGN	POSITION TITLE	DATE SIGNED

# Employer Organization Change: Close/Merge Notification – Instructions

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Read these instructions completely before completing the Employer Organization Change: Close/Merge Notification form (ES1795). Type or print in dark ink and initial all corrections. For timely processing, complete all required fields and include all required signatures.

## SECTION 1: CLOSE

School employer permanently ended school instructions and terminated school's overall operation, following the closing agreement and procedure on disposition of assets and liabilities. Department of Education was notified of the closure.

For **regular school districts**, lapsed or dissolved districts are closed as a result of merge or conversion. Complete *Section 1 Close* for each dissolved school district. Enter N/A on *Charter Number* entry.

For **charter school district**, common closure reasons are dissolution of charter petition, voluntary closure, non-renewal of term, or revocation. Complete all entries of *Section 1 Close* for each closed charter school.

- A. Reasons for Closing** – Mark all applicable reasons for closing. Refer to the documentation to identify reasons for closure. If there are reasons for closure other than Voluntary Closure, Non-Renewal, or Revocation, mark checkbox for *Other* and enter specific reasons for closure.
- B. Closed School Employer** – some schools have similar names or share the same CalSTRS Report Unit ID. Supply the CDS Code and the Charter School number to uniquely identify the closed school entity.
- **CDS Code** – County-District-School 14-digit code assigned by California Department of Education (CDE) is the official, unique identification of a public school within California.
  - **Charter School Number** – 4-digit number assigned by State Board of Education (SBE) to every public charter school. This entry is not applicable (N/A) to regular school districts.

**C. Schedule of Last Service and Reporting** – CalSTRS requires this information in order to finalize the accounts of the closed school entity. This ensures that all CalSTRS Member accounts impacted by the closure are accounted for on the final contribution and retirement file reports submitted to CalSTRS.

- **Official Date of Closure** – this is the effective date of closure indicated on official closure documentation.
- **Last Date of Instruction** – the last day the school was opened for instruction.
- **Last Date of CalSTRS Service** – the last day of performing closing out activities by CalSTRS Members.
- **Last Report Period to CalSTRS** – the last payroll run and the last report period submitted to CalSTRS, based from the last date of CalSTRS service. Final contributions and retirement files for arrears, adjustments, and last creditable service are all reported on this final report period.

Example:

Official Date of Closure: 6/30/2018

Last Date of Instruction: 6/29/2018 (Friday)

Last Date of CalSTRS Service: 8/17/2018

Last Report Period to CalSTRS: August 2018-Period 02

**D. Contact Information For Closing** – contact information of the main person or organization completing the closing business. This information is usually indicated on the official closure documentation.

**E. Attach Supporting Documents** – Supporting documents submitted to CalSTRS must specify reasons for merge and must be fully signed and dated by the appropriate school board. For regular school districts, documents must be adopted by the district school board. For charter schools, documents must be adopted by the charter board of directors or by the Chartering Authority board.

**F. Required Signatures** – for accountability and transparency within the local educational agencies, CalSTRS requests certification from official representative at the County Office of Education, District Board (or Chartering Authority for charter schools), and School Board. Complete each signatory line with printed name, signature, position title, and date.

## Employer Organization Change: Close/Merge Notification – Instructions continued

### SECTION 2: MERGE

For **Regular School Districts**, merge process is when two or more school entities or school districts in a county combine to form a new district or unify to extend their operational zoning and become a new unified school district. In most cases, the unified district operates K-12 schools. In district merger, the lapsed district is absorbed into the unification.

Complete subsections A to F. Enter N/A on entries marked with asterisk (\*) applicable to charter school only. If merge involved more than two districts, attach a separate sheet to list all district entities, supplying the same identification information for each.

For **Charter Schools**, merging is transitioning multiple active report units to combine under one Report Unit ID. Request to merge multiple report units into one RU ID will be subject to CalSTRS assessment process prior to approval.

Basic assessment will include evaluation of each entity's geographic limit, site type, staffing, management if operated by the same corporation and payroll services, and/or payroll system capability among other things. Reasons of merging must be stated on the official merge resolutions and supporting documents.

Complete all data entries on *Section 2 Merge*. If merge involved more than two RU ID's, attach a separate sheet to list all RU ID's and supply the same identification information for each charter school.

If one of the charter school entities is closed, do not complete the Merge section. Merge process does not apply to a closed charter school.

**A. Merging School Employers**—Complete all identification information for each merging school. If merging more than two school employers, attach a separate sheet listing all school employers and include the same identification information for each entity.

Refer to Page 3 for the definitions on the following entries:

- *CDS Code*
- *Charter School Number*
- *Last Report Period to CalSTRS*

**B. Merged District New Identification** – In most cases the merged or unified school employers take on new name and new identification numbers. Complete the section with the new name, the CalSTRS Report Unit ID assigned, CDS Code and/or Charter Number, if applicable.

**C. Schedule of First Reporting As Merged District.** Once merged or union is completed, CalSTRS expects the first report period as of the effective date of merge.

- *Official Date of Merge* – this date should be noted on the official merge documentation.
- *First Report Period to CalSTRS* – the first pay and service period report and contributions submitted to CalSTRS as a merged/unified district. The begin date of this period must be the first day of its official date of merge.

Example:

Official Merge Date: 7/1/2018

First Report to CalSTRS: July 2018-Period 01.

**D. Contact Information For Merge** - contact information of the main person or organization completing merge business. This is usually indicated on the official merge documentation.

**E. Attach Supporting Documents** – Merge supporting documents must include specific statement of reasons/intentions of merge or closure. For regular school district, documents must be adopted by its district school board. For charter school, documents must be adopted by its board of directors or by the chartering authority district board.

**F. Required Signatures** – for accountability and transparency within the local educational agencies, CalSTRS requests certification from an official representative at the County Office of Education, District Board (or Chartering Authority for charter school), and School Board. Complete each signatory line with printed name, signature, position title, and date.

### QUESTIONS AND SUBMISSION

For questions or to submit completed ES1795 packet

- For Charter School District:  
[CharterSchoolQuestions@CalSTRS.com](mailto:CharterSchoolQuestions@CalSTRS.com).
- For Regular School District:  
[EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com)