



## **Process for TRSL Administrative Rule Adoption, Amendment, or Repeal**

1. The petition for a rule change shall be addressed to the Director of the Teachers' Retirement System of Louisiana and shall be mailed or hand delivered to 8401 United Plaza Blvd., Suite 300, Baton Rouge, LA 70809.
2. The Director retains sole discretion to grant, deny or defer a petition in whole or in part.
  - a. The Director will consider the petition within ninety (90) days after receipt.
    - i. The Director may solicit the petitioner for further information regarding the request. If further information is sought, the ninety (90) day period will commence from the date further information is received or ninety (90) days from the date further information is requested if no response is made by the petitioner.
  - b. The determination of the Director will be stated in writing and mailed, via usual means, to the petitioner.
  - c. If the petitioner is not satisfied with the determination of the Director, the petitioner shall request a reconsideration within thirty (30) days.
  - d. The Director will consider the petition for reconsideration within ninety (90) days after receipt.
  - e. The determination of the Director regarding the reconsideration will be stated in writing and mailed, via usual means, to the petitioner.
  - f. If the petitioner is not satisfied with the determination of the Director, the petitioner may request an appeal to the Board of Trustees for the Teachers' Retirement System of Louisiana within (30) days.
    - i. The Board will consider the appeal within ninety (90) days after receipt.
    - ii. The Board may defer the ruling on a petition to review the petition further or gather facts related to the petition.
    - iii. The Board retains the discretion to grant or deny the petitioner a hearing.
    - iv. The determination of the Board will be stated in writing and mailed, via usual means, to the petitioner.
    - v. All determinations of the Board are final and not appealable.
3. Nothing herein shall be construed to require the Director or the Board, in granting a petition of adoption, amendment or repeal of a rule, to employ the specific language or format requested by the petitioner.

***Complete the Petition for TRSL Administrative Rule Adoption, Amendment, or Repeal, starting on the next page.***



# Petition for TRSL Administrative Rule Adoption, Amendment, or Repeal (PARC)

**00-PARC**  
rev. 07/21

|                       |   |
|-----------------------|---|
| <b>HOW TO SUBMIT:</b> | <b>MAIL or HAND DELIVER to TRSL DIRECTOR</b>            |
|                       | 8401 United Plaza Blvd, Ste 300<br>Baton Rouge LA 70809 |

**Print in ink or type all entries except signatures.**

| <b>Section 1 — Petitioner information</b>      |  |
|--|--|
| Name: Last, first, MI, suffix (Jr., III, etc.) | Administrative rule ( <i>i.e. Chapter 1, Section 101</i> )   |
| Street / PO box                                | Type of petition<br><input type="checkbox"/> Adoption <input type="checkbox"/> Amendment <input type="checkbox"/> Repeal |
| City, state, zip                               | Email address  |
| Daytime telephone ( <i>include area code</i> ) | Evening telephone ( <i>include area code</i> )   |

**Section 2 — General description of petition**

Provide a brief description of your petition. Include the following: (1) whether the petition is requesting the adoption, amendment or repeal of a rule; (2) the need for the adoption, amendment or repeal of the proposed rule; (3) if known, the specific citation of any legal authority purporting to authorize the adoption, amendment or repeal of the proposed rule; and (4) if known, the fiscal impact of the adoption, amendment or repeal of the proposed rule.

**Section 3 — Grounds for petition**

Provide reasons or grounds for the proposed adoption, amendment, or appeal.

**Section 4 — Proposed wording for petition**

Provide proposed wording, content or description of the suggested language of a newly proposed rule and/or the suggested language of a proposed amendment to an existing rule. If seeking repeal of an existing rule, cite the rule to be repealed. The interested person may attach a copy of the rule with a strike-through of all portions proposed to be repealed.

**Section 5 — Additional information**

Provide specific citation to any statute(s) that specifically relate to the content of the requested rule change, if known. Also include any data, views or arguments in support of the rule adoption, amendment, or repeal.

Applicant's signature (DO NOT PRINT OR TYPE)



Date signed (mm/dd/yyyy)

***Attach additional pages if necessary.***