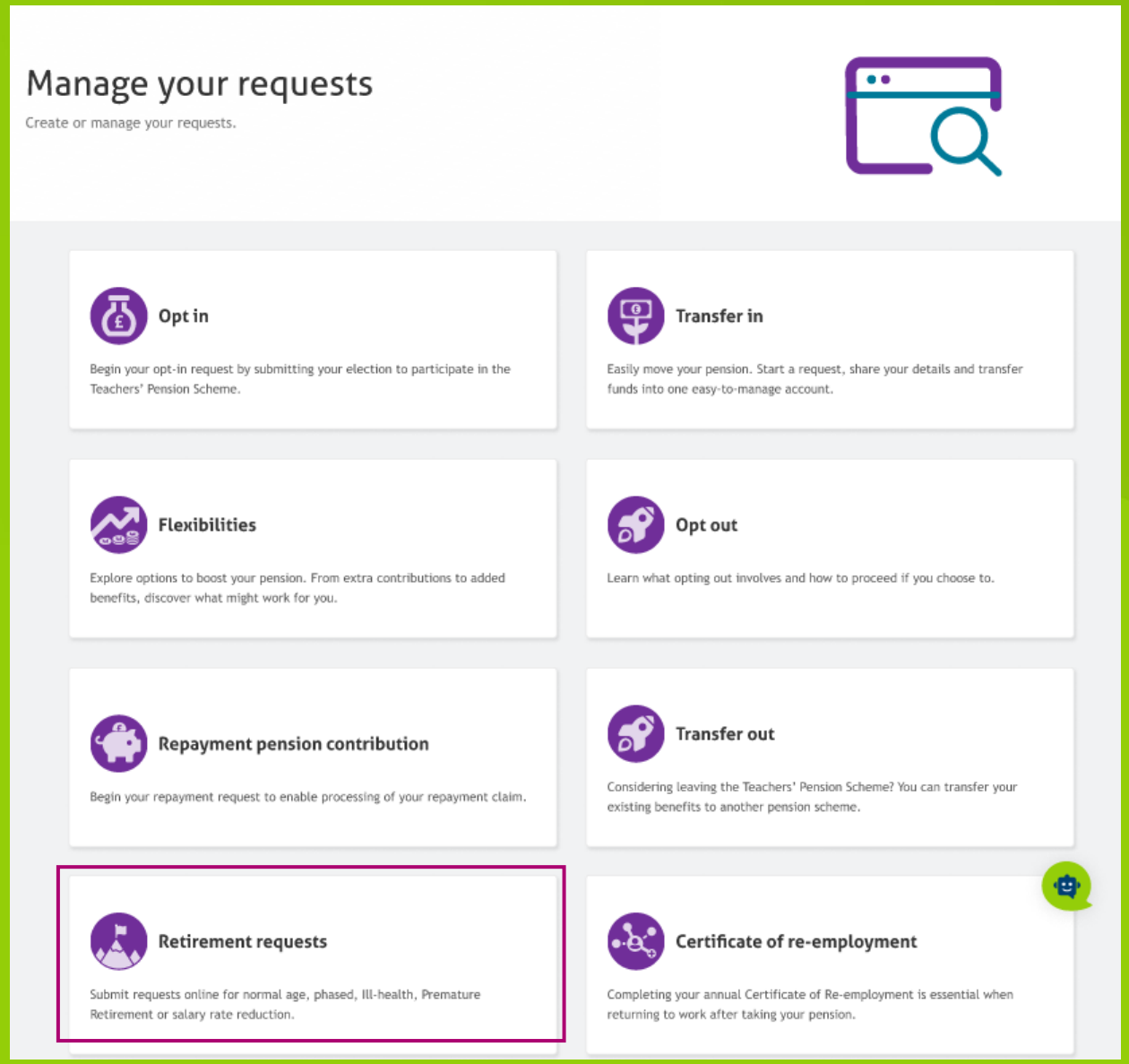


My Pension Online
Ill-health Retirement

October 2026 v0.1

Teachers' Pensions

How to initiate Ill-health Retirement



You can submit an Ill-health Retirement request through My Pension Online.

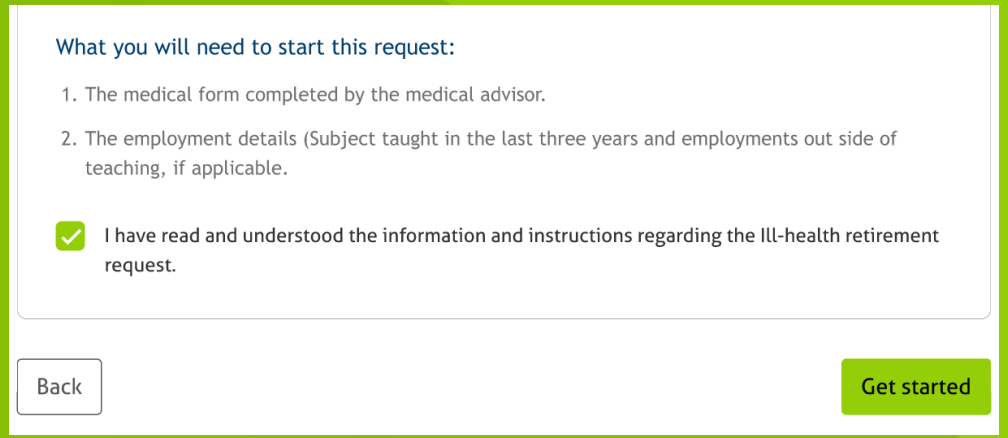
- Log in to My Pension Online (MPO).
- From the top navigation menu, select 'My Requests'.
- Ensure you're on the 'Manage Request' tab.
- Scroll down and click on the relevant application.

Teachers' Pensions

How to initiate Ill-health Retirement

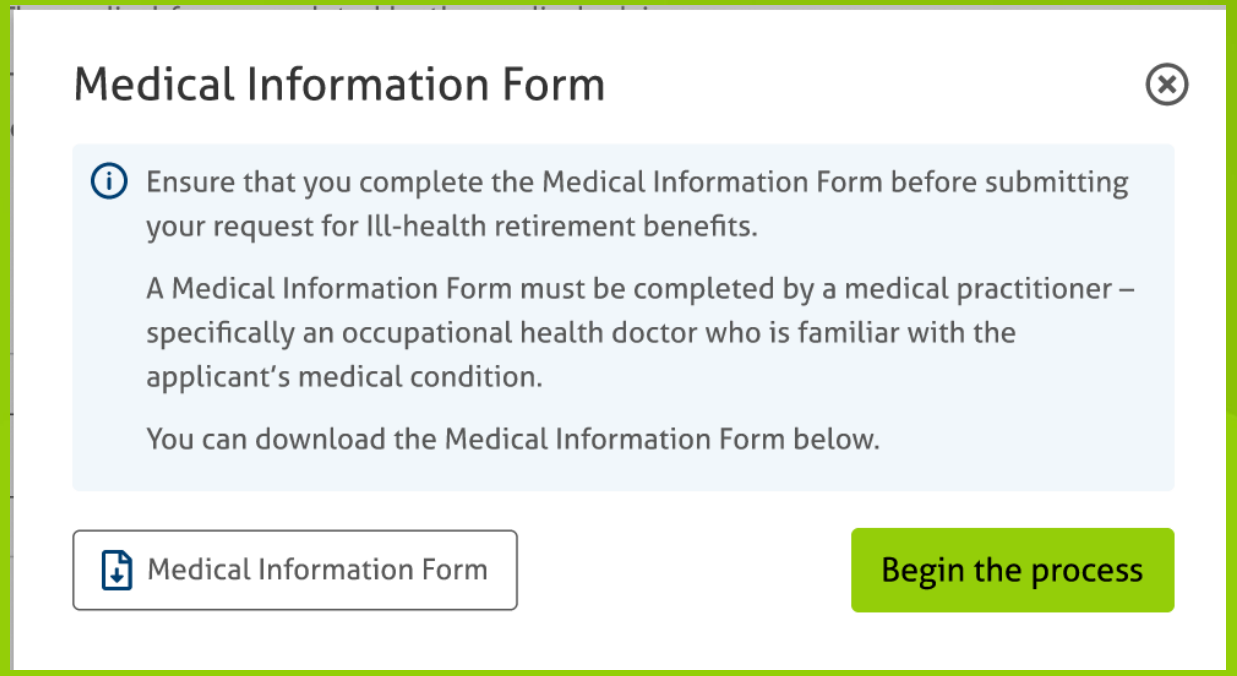
Step 1: Getting started

- On the 'Retirement requests' page, select 'Ill-health Retirement' from the list of retirement options.
- Review the information provided on the 'Ill-health retirement request' page to understand the eligibility criteria and process.
- Before proceeding, ensure you have the required documents ready:
    - A medical form completed by your medical advisor
    - Employment details, including any teaching responsibilities within the last three years and any employment outside of teaching, if applicable.
- Carefully read the information and instructions regarding the Ill-health Retirement request.
- Tick the checkbox to confirm that you've read and understood the guidance provided
- Once you're ready to continue, click 'Get started' to begin your Ill-health Retirement request.



Teachers' Pensions

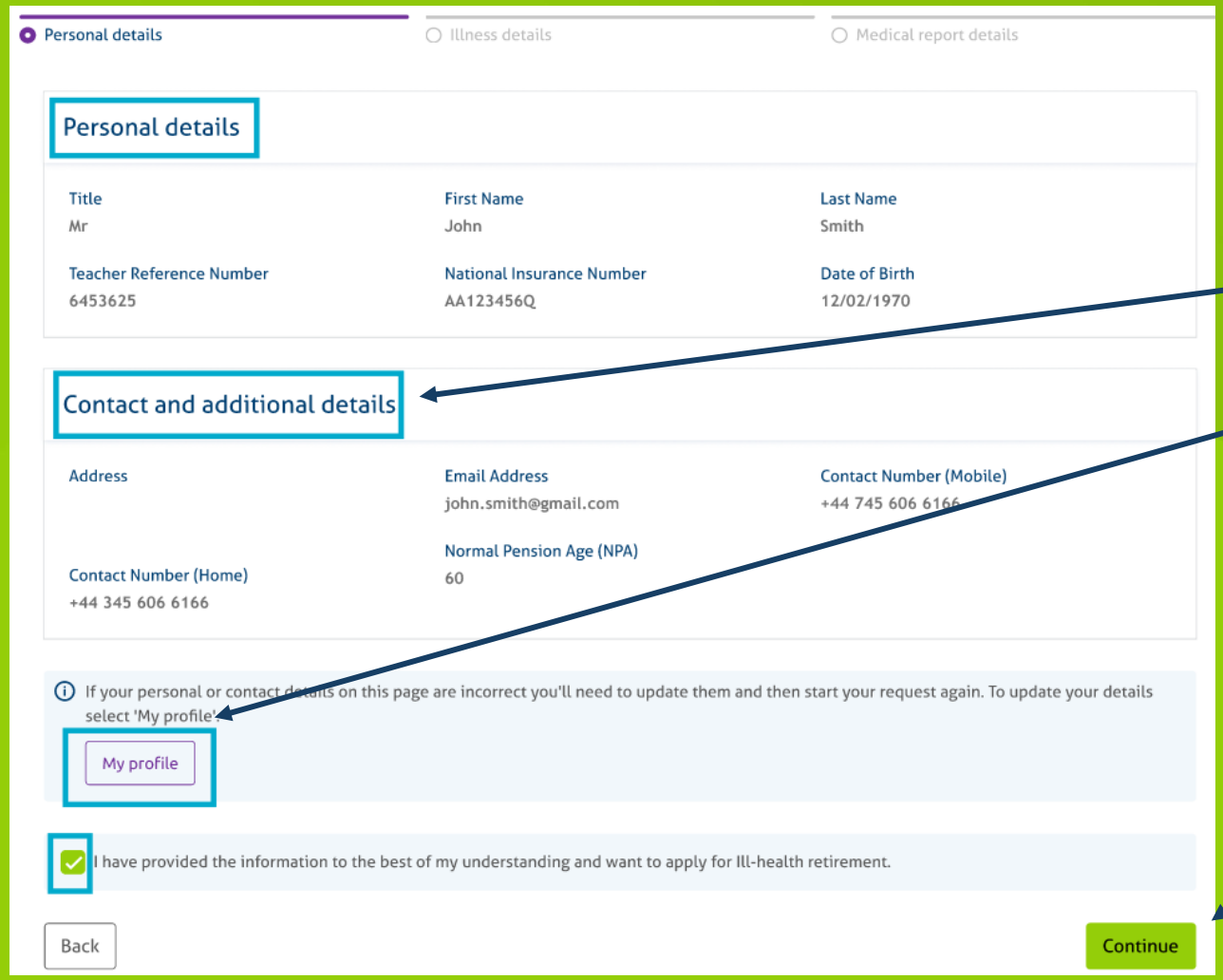
How to initiate Ill-health Retirement



- Before you begin with your Ill-health Retirement request, you must obtain a completed 'Medical Information Form'.
- Download the form using the button provided and ensure it's completed by an occupational health doctor who is familiar with your medical condition.
- Once you have the required form, click 'Begin the process' to continue with your application.

Teachers' Pensions

How to initiate Ill-health Retirement - Medical Information



Step 2: Personal details

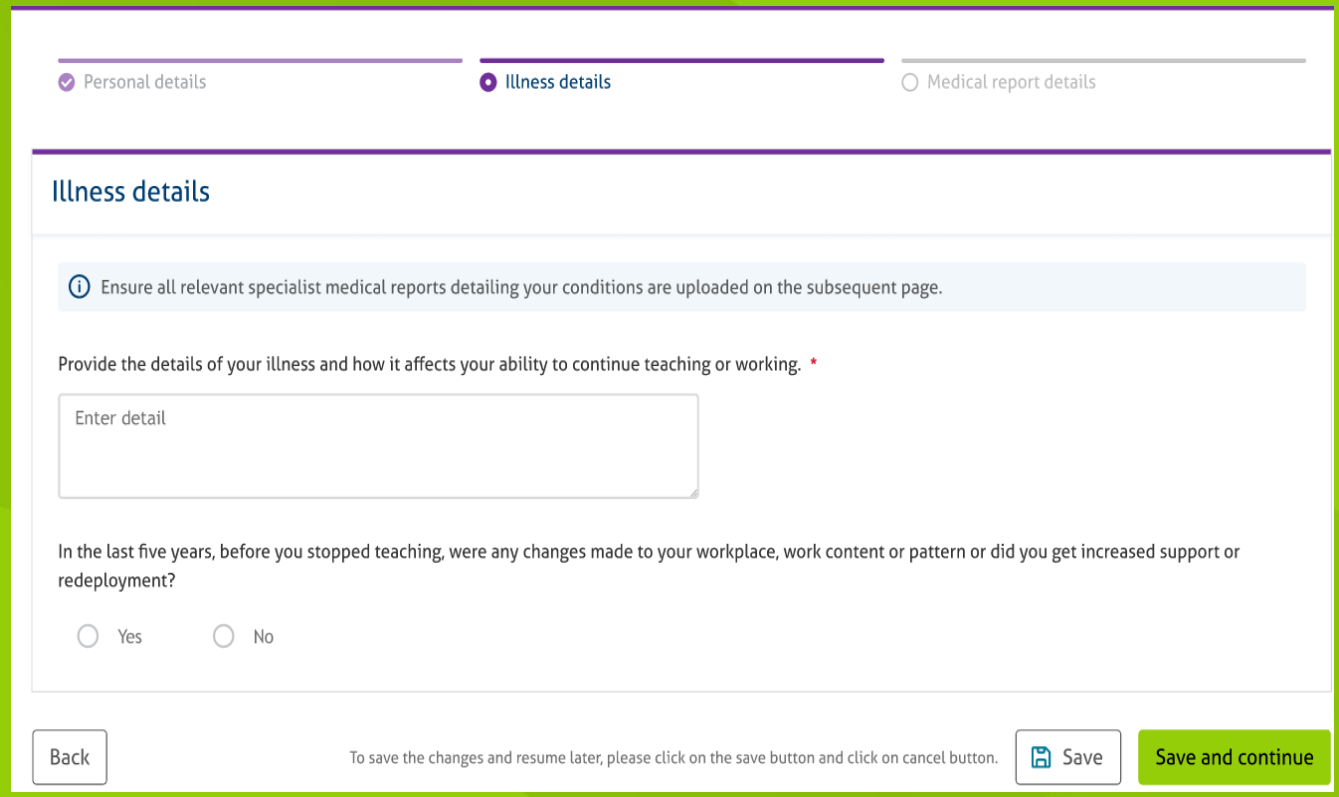
- Review the 'Personal Details' section and verify that all the information displayed, including your name, Teacher Reference number, National Insurance number, and Date of birth, is correct.
- Next, review the 'Contact and additional details' section, including your address, email address, contact numbers, and Normal Pension Age.
- If any of the personal or contact details shown on this page are incorrect, select 'My profile' to update your information.
- Once you've updated your details, you'll need to restart your Ill-health Retirement request.
- After confirming that all the information is accurate, select the checkbox to confirm that you've provided the information to the best of your understanding and wish to apply for Ill-health Retirement.
- Click 'Continue' to proceed to the next step of the application.

Teachers' Pensions

How to initiate Ill-health Retirement Medical Information

Step 2: Further information

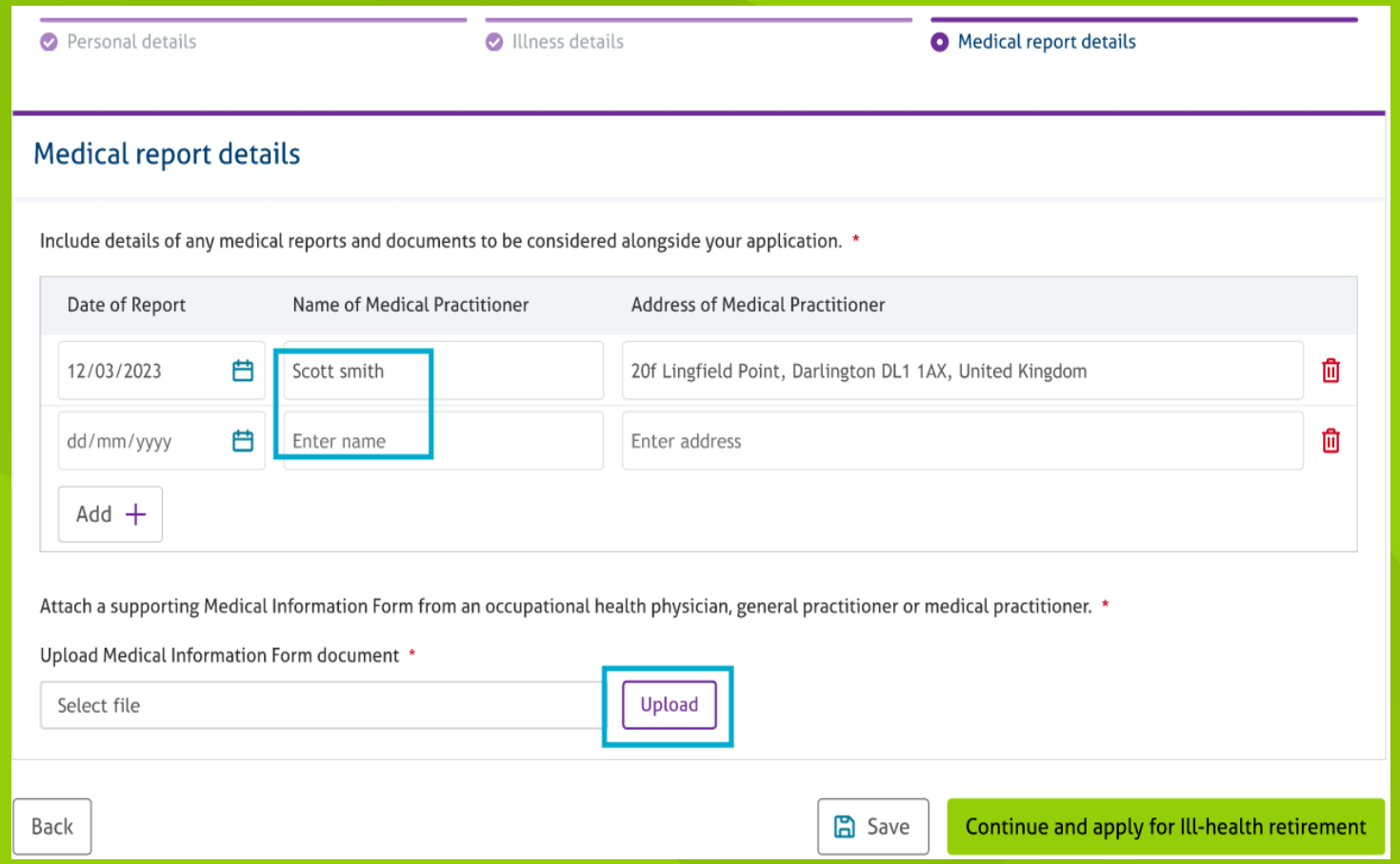
- You are now on the 'Illness details' section of the Ill-health Retirement application.
- In the text box provided, enter details of your illness and explain how your condition affects your ability to continue teaching or working.
- Provide clear and accurate information to help support your application.
- Next, indicate whether any changes were made to your workplace, job duties, working pattern, or level of support during the last five years before you stopped teaching.
- Select 'Yes' if adjustments, redeployment, or additional support were provided. Select 'No' if no such changes were made.
- If you'd like to save your progress and return later, click 'Save'.
- Once you've completed all required information, click 'Save and continue' to proceed to the next stage of the application.



Teachers' Pensions

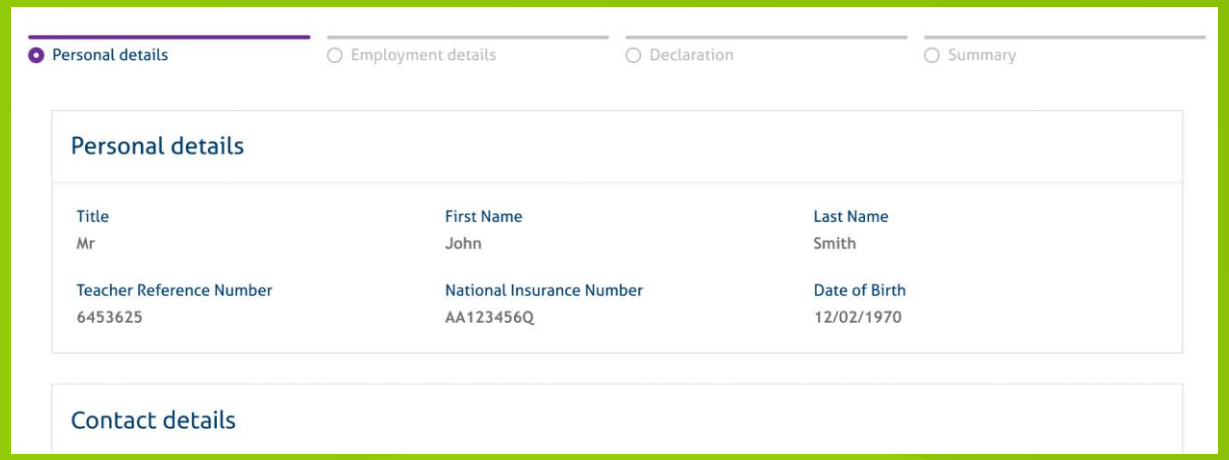
How to initiate Ill-health Retirement Medical Information

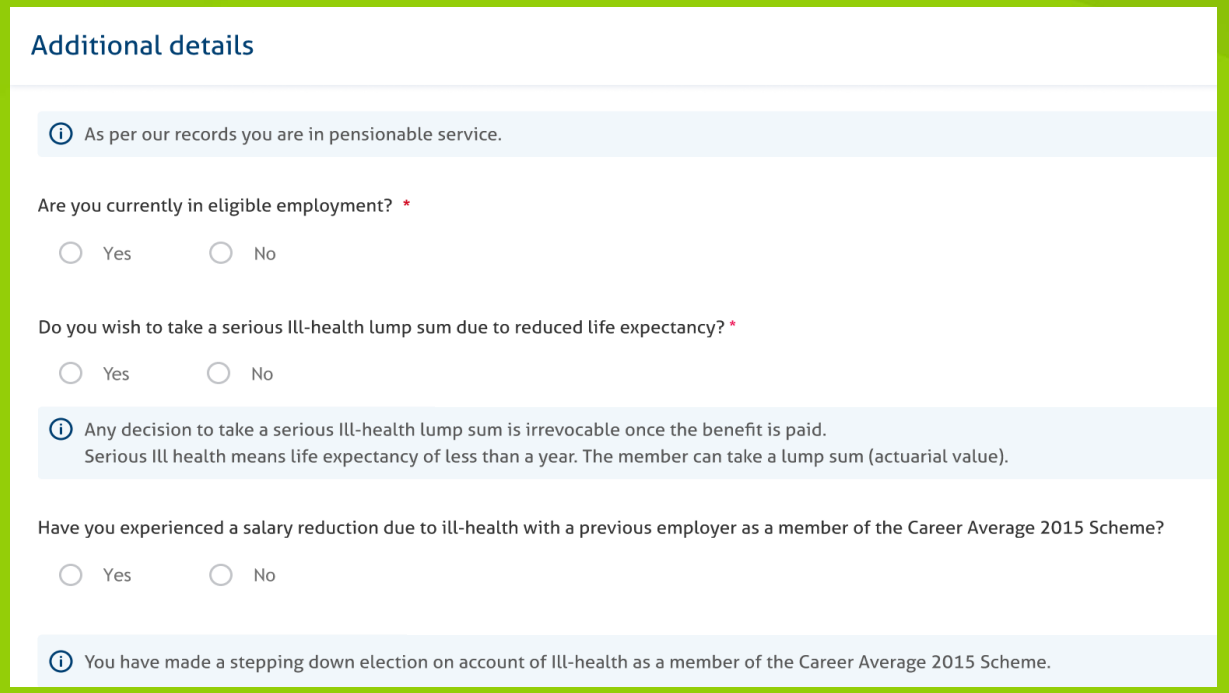
- You are now on the 'Medical report details' section of the Ill-health Retirement application.
- On this page, provide the details of any medical reports that should be considered as part of your application, including the report date, the medical practitioner's name, and their address.
- If you have multiple reports, use the 'Add' button to include additional records. Next, upload your completed Medical Information form by selecting the file and clicking 'Upload'.
- Once all information has been reviewed and completed, click 'Continue and apply for Ill-health retirement' to submit your application.



Teachers' Pensions

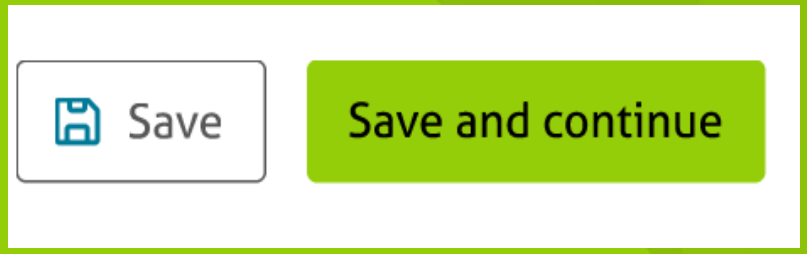
Ill-health Retirement form





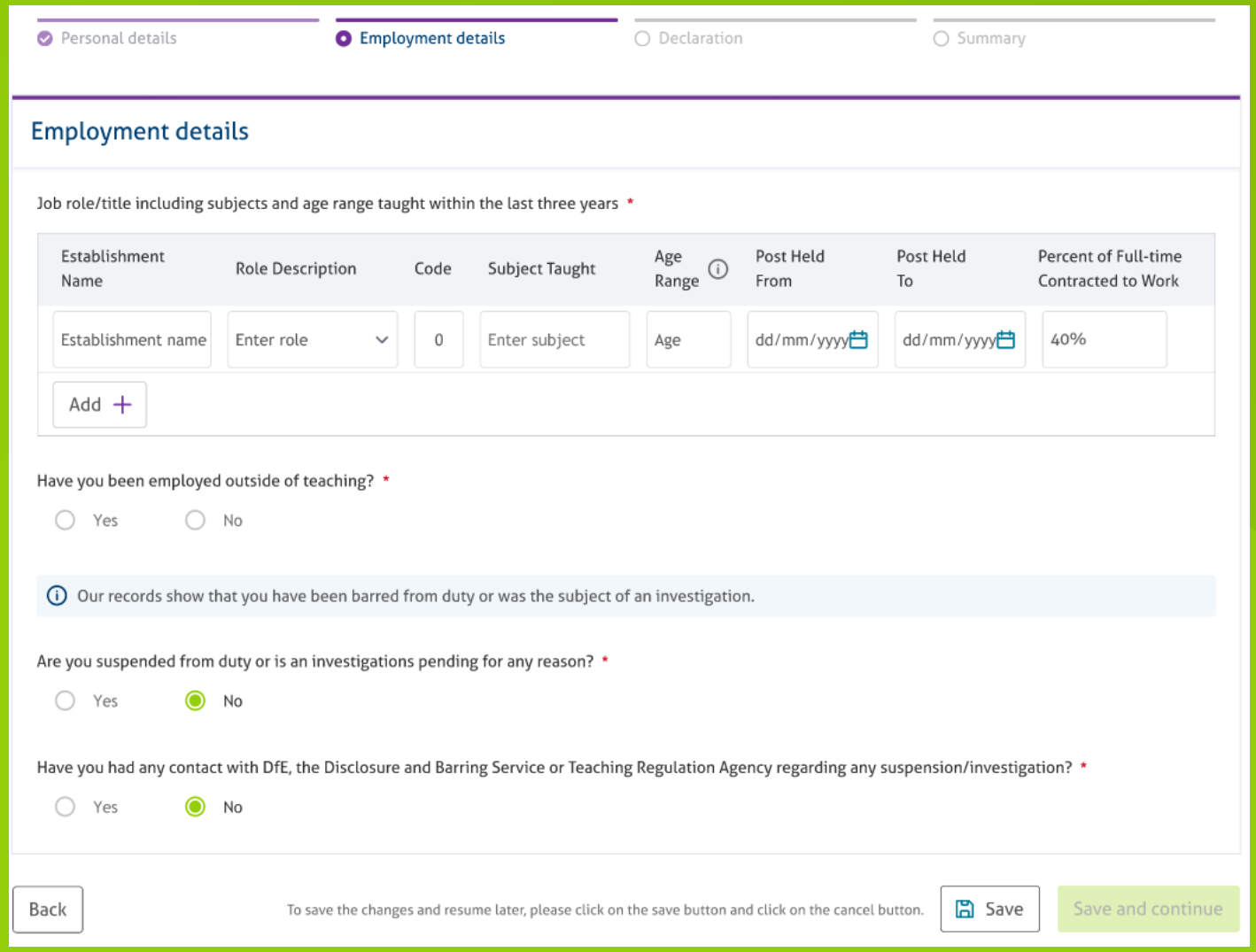
Step 1: Personal details

- This page displays your personal details and asks you to provide some additional information about your employment status and Ill-health Retirement circumstances.
- Review the information carefully and answer all the required questions, including any relating to eligible employment, serious Ill-health benefits, and previous salary reductions due to Ill-health.
- Be sure to read the guidance notes on the page, as they contain important information about your options and eligibility. Once you've completed all the required fields, click 'Save and continue' to proceed to the next step, or click 'Save' if you wish to return and complete the application later.



Teachers' Pensions

Ill-health Retirement form

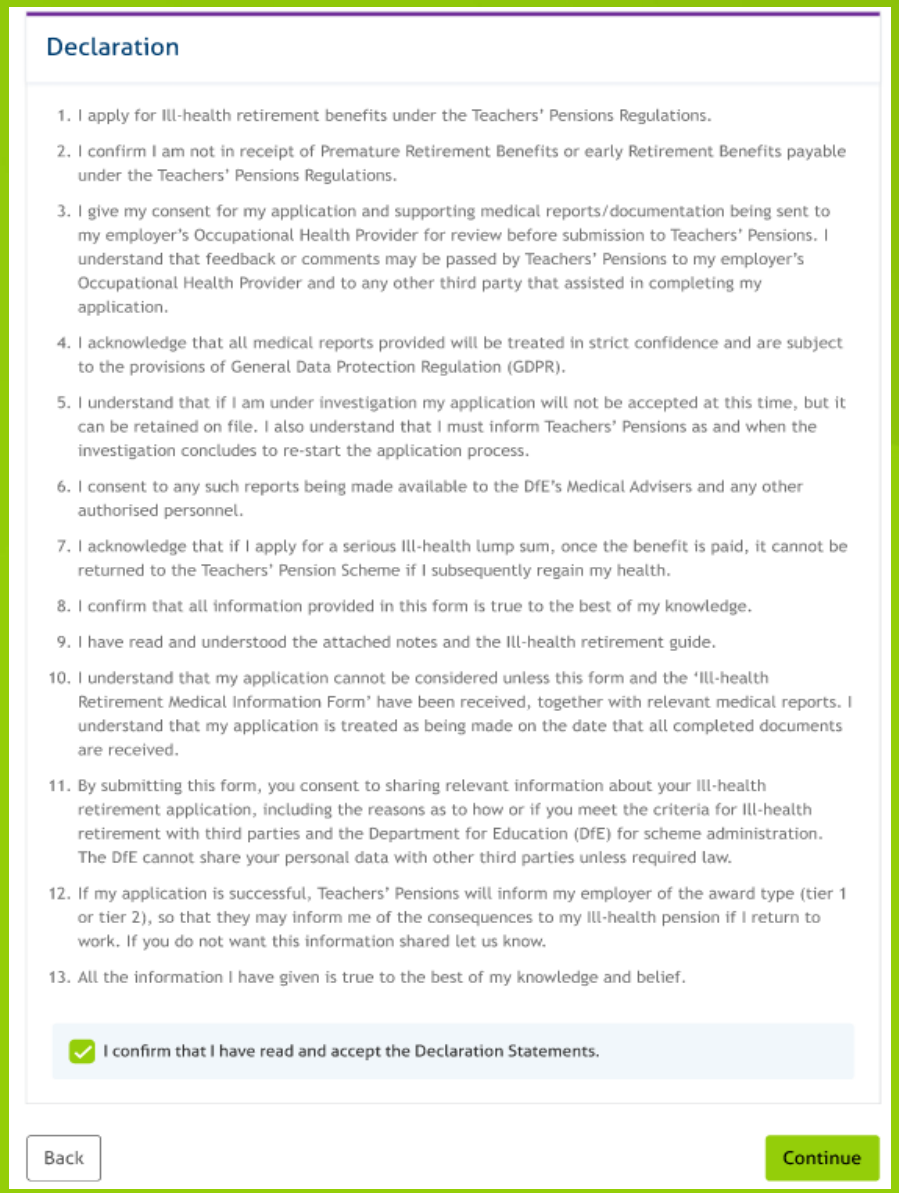


Step 2: Employment details

- On this page, provide details of your teaching employment from the last three years. Answer the required questions about your employment history, any suspensions or investigations, and any contact with the DfE, DBS, or Teaching Regulation Agency.
- Review all information carefully, complete the required fields, and then click 'Save and continue' to proceed. If you'd like to finish the application later, click 'Save' to keep your progress.

Teachers' Pensions

Ill-health Retirement form

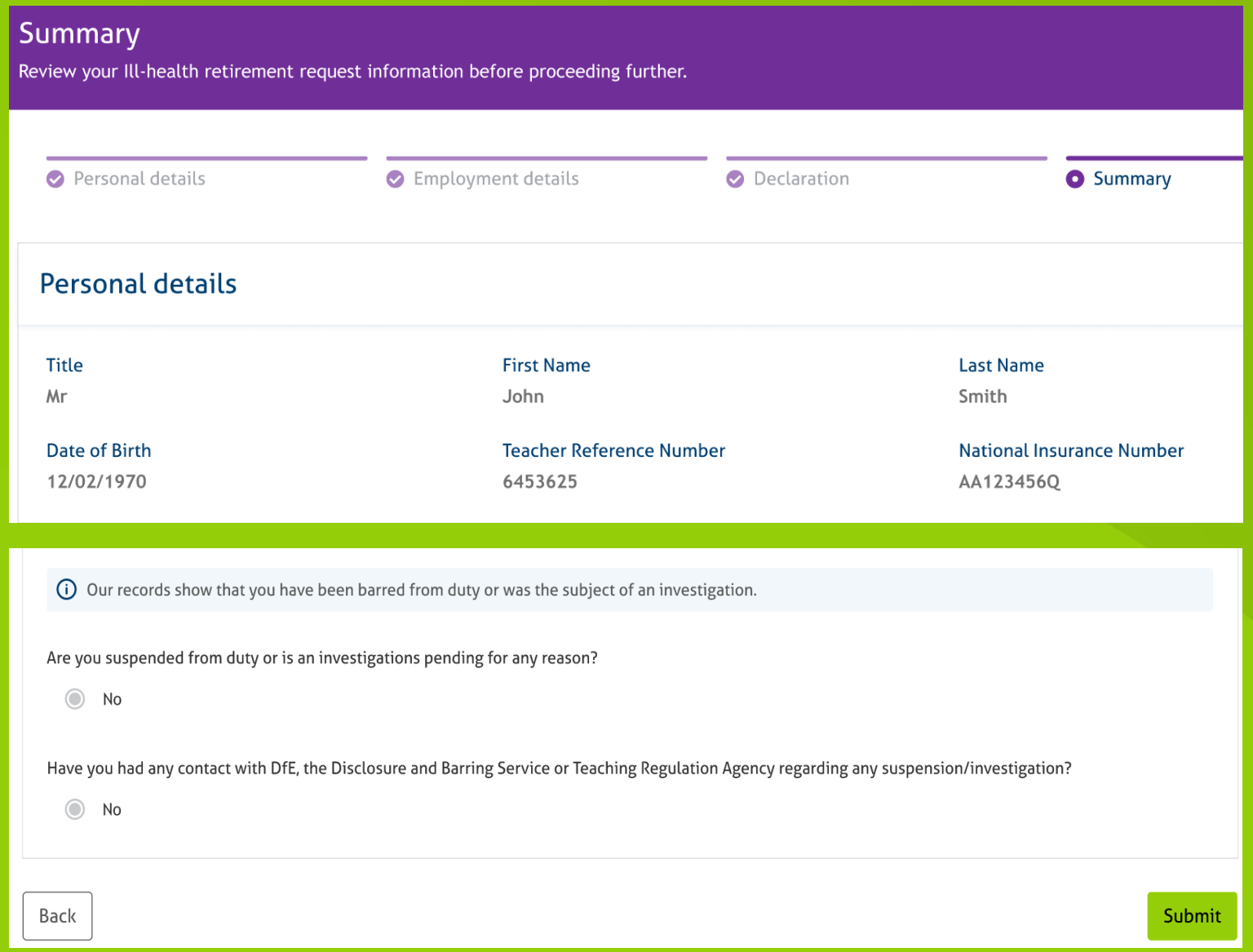


Step 3: Declaration

- This step contains the declaration statements for your Ill-Health Retirement application.
- Read each statement carefully, as they explain how your application and medical information will be processed, how your information may be shared with relevant parties, and the conditions that apply to your application.
- Once you've reviewed and understood all the declarations, tick the checkbox to confirm your acceptance.
- Then click 'Continue' to proceed to the next step of your application. If you need to return to the previous page, click 'Back'.

Teachers' Pensions

Ill-health Retirement form

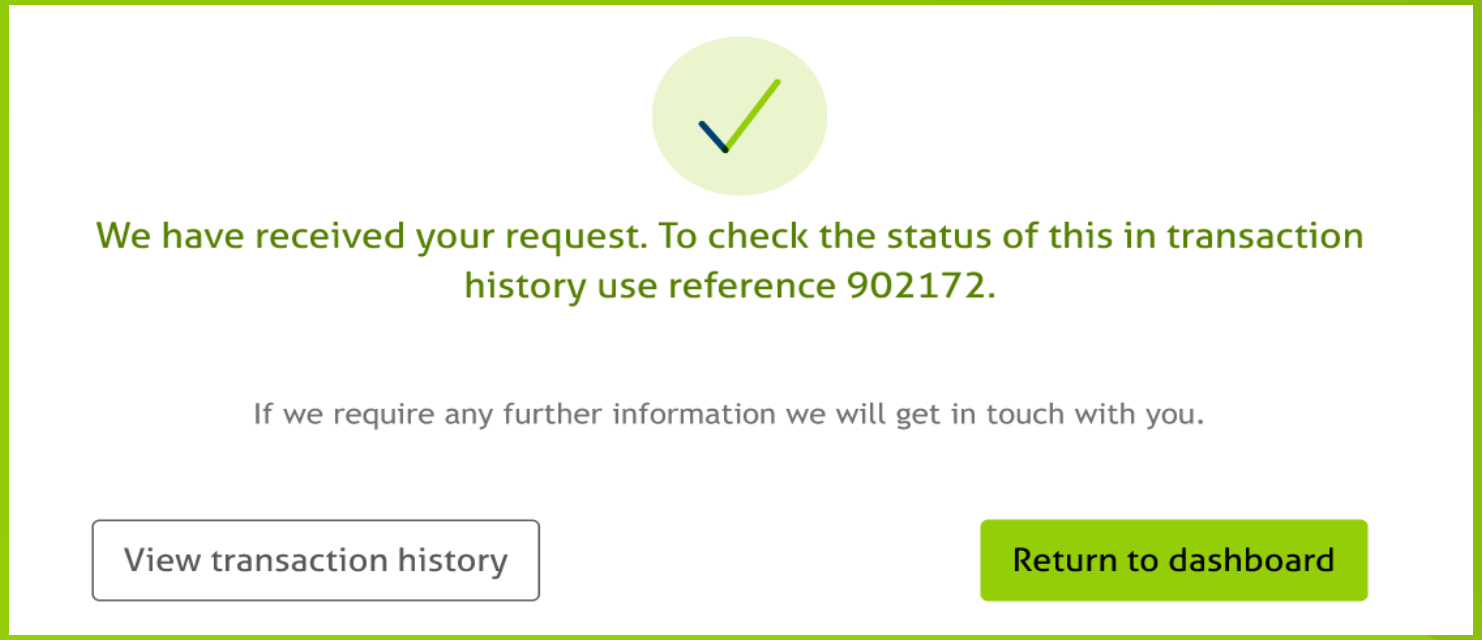


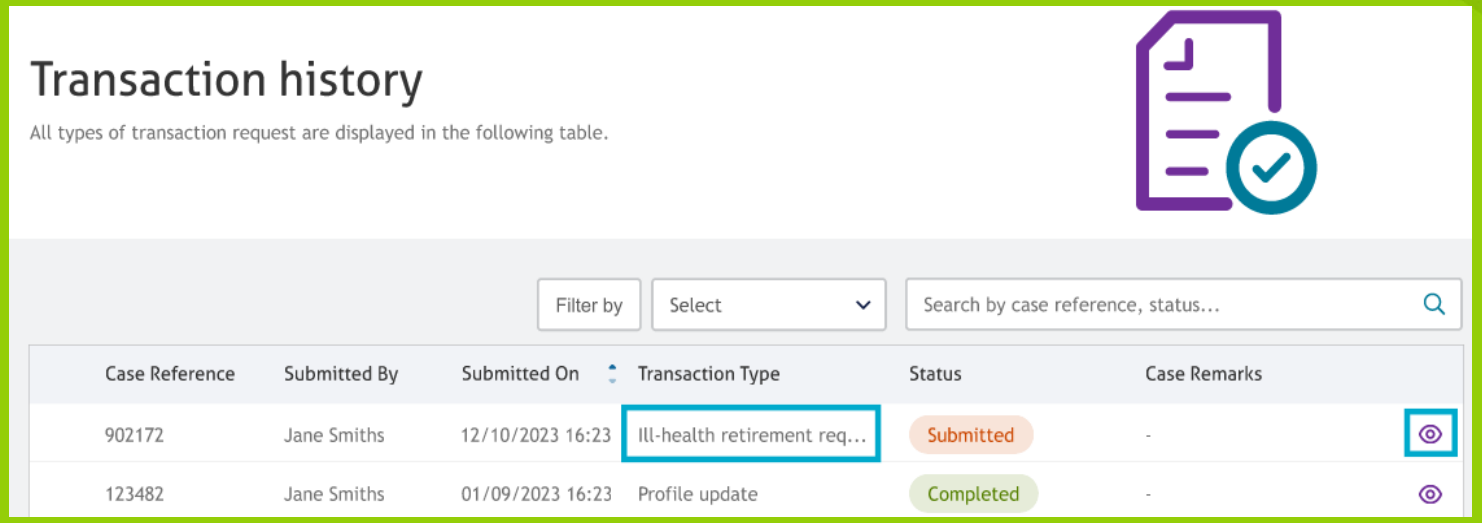
Step 4: Summary

- This page provides a summary of the information entered in your ill-health retirement application.
- Review your personal details, employment information, and responses carefully to ensure they're accurate. If you need to make any changes, click 'Back' to return to the previous sections.
- Once you've confirmed that all the information is correct, click 'Submit' to send your application for processing.

Teachers' Pensions

Ill-health Retirement form





Step 5: Submission of Request

- This page confirms that your Ill-Health Retirement application has been submitted successfully. Make a note of the reference number, as you can use it to track your application in Transaction History.
- To check the progress of your request, open Transaction History and search for your reference number to view the status.
- Once you've finished reviewing your submission, click 'Return to Dashboard' to go back to your account homepage.

Teachers' Pensions