



BIRDVILLE INDEPENDENT SCHOOL DISTRICT

PAIGE CURRY, DIRECTOR, HUMAN RESOURCES DEPARTMENT

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TO: All Contract Personnel

FROM: Paige Curry
Director of Human Resources

DATE: April 1, 2016

SUBJECT: Resignation Deadline

As a reminder to you, the last date for resignation for contract personnel is *“not later than the 45th day before the first day of instruction of the following school year.”* The first day of instruction for 2016 – 2017 is August 22, 2016; therefore, **the last day for all contract personnel to resign is July 8, 2016.**

Following are the citations in the Texas Education Code that refer to resignations: Sec. 21.105 (a) states: “A teacher employed under a **probationary contract** for the following school year may relinquish the position and leave the employment of the district at the end of the school year without penalty by filing with the board of trustees or its designee a written resignation not later than the 45th day before the first day of instruction of the following school year. A written resignation mailed by prepaid certified or registered mail to the president of the board of trustees or the board’s designee at the post office address of the district is considered filed at the time of mailing.” Sec. 21.160 (a) concerns **continuing contract** teachers and reads the same except for “A teacher employed under a continuing contract may...” Sec. 21.210 (a) is the section on **term contract** employees and again, it is essentially the same except for the insertion of term contract.

If you are resigning, please deliver your letter of resignation to the Human Resources Office or send it to Human Resources at 6125 E. Belknap Street, Haltom City, Texas 76117-4296.