



Resignation of Professional Staff Members Administrative Procedure 2.A.80

2.0 Human Resources
2A Foundations

Board Governance Policy Cross Reference: 1, 2, 3, 12, 13, 16

Legal Reference: *The Public Schools Act*, Form 2 Contract, General Contract

Date Adopted: March 2, 2005

Date Amended: January 2025

A Teacher's written resignation must be received by the Superintendent by the following dates:

1. For teachers hired before December 18, 2004
 - a) by November 30th for resignation effective December 31st.
 - b) by May 31st for resignation effective June 30th

2. For Teachers hired after December 18, 2004
 - a) by November 30th for resignation effective December 31st
 - b) by April 30th for resignation effective June 30th

When extenuating circumstances arise, a Teacher may submit a resignation at times other than those listed above for consideration by the Superintendent and Board.