



LONGVIEW INDEPENDENT SCHOOL DISTRICT
HUMAN RESOURCES DEPARTMENT
P.O. BOX 3268/1301 EAST YOUNG STREET
LONGVIEW, TX 75606
903-381-2200 / FAX: 903-381-2286/ WWW.LISD.ORG

TO: All Administrators

FROM: Loretta J. Thompson Martin
Director, Human Resources

RE: Last Date to Accept Resignations

DATE: May 23, 2016

According to policy (DFE LEGAL), professional employee resignations may be accepted not later than the 45th day before the first day of instruction of the following school year. Therefore, the last day the district will accept resignations will be July 8, 2016.

After this date, the district is not required to release employees from contracts. At best, an employee resigning from his/her position after this date will be released when a suitable replacement is found.

Please post the enclosed notice notifying your staff of this date. If questions arise, please do not hesitate to contact the Human Resources Department. Thank you.

Enclosure