



LONGVIEW INDEPENDENT SCHOOL DISTRICT HUMAN RESOURCES DEPARTMENT

📞 903-381-2200

🖨️ 903-381-2286

🌐 <https://w3.lisd.org/district>

📍 1301 E. Young St., Longview, Texas 75602

MEMORANDUM

TO: All Chapter 21 Employees
FROM: Shalona McCray, Chief Human Resources Officer
DATE: May 5, 2025
RE: **Penalty-Free Resignation Deadline**

We look forward to welcoming all employees back for the 2025–2026 school year. If you plan to resign from your position, please be sure to notify the district prior to the penalty-free resignation deadline. This requirement applies to all Chapter 21 employees, including—but not limited to—teachers, counselors, principals, assistant principals, and other contracted staff.

According to the Texas Education Code (TEC), educators must adhere to a penalty-free resignation deadline, which falls 45 days before the first day of instruction for the upcoming school year. **The penalty-free resignation deadline for Chapter 21 employees is June 27, 2025.**

Employees who receive a Chapter 21 contract must submit a resignation notice through Informed K12 of their intent not to return for the 2025-2026 school year. **After the penalty-free June 27, 2025 resignation date, any educator employed under a Chapter 21 contract who resigns without good cause will become ineligible for rehire within Longview ISD and may be subject to possible sanctions by the State Board for Educator Certification.**

Please note that should an employee not take action to formally accept the contract or submit their resignation by **11:59 p.m. on June 27, 2025**, this will be deemed an automatic acceptance of the Chapter 21 contract and an intent to return to the district.