Resignation of Professional Staff Members

Administrative Procedure 2.A.080

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

Date Adopted: June, 2012
Date Amended:
Date Reviewed: Nov 2017; April 2019; October 2020

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 December 31st and June 30th for consideration by the Superintendent and Board.