



**Birdville**  
INDEPENDENT SCHOOL DISTRICT

**TO:** All Contract Personnel

**FROM:** Rick Tice  
Executive Director of Human Resources

**DATE:** April 1, 2025

**SUBJECT:** Resignation Deadline

As a reminder to you, the last date for resignation for contract personnel is *“not later than the 45<sup>th</sup> day before the first day of instruction of the following school year.”* The first day of instruction for 2025 – 2026 is August 13, 2025; therefore, **the last day for all contract personnel to resign is June 29, 2025. If you do not intend to return for the 2025-2026 school year, you must submit your written resignation no later than June 29, 2025. See BISD Policy DFE (Local)**

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 45<sup>th</sup> 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 submit your letter of resignation via email to: [rick.tice@birdvilleschools.net](mailto:rick.tice@birdvilleschools.net) or send by mail or hand deliver to:

Human Resources Department  
Attention: Rick Tice  
6125 East Belknap Street  
Haltom City, Texas 76117



[birdvilleschools.net](http://birdvilleschools.net)



817-547-5700

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