

PLANO INDEPENDENT SCHOOL DISTRICT
Substitute/Adult Temp Resignation

This form is to notify the Plano Independent School District of my resignation from my current substitute and/or adult temporary position. The following information is to be used to complete the resignation process.

Today's Date _____

Date of Birth _____

Name _____

(Please Print)

First

Middle

Last

Current Address _____

Street

Apt. #

City, State

Zip Code

Phone Number(s)

(Home) _____

E-mail _____

(Cell) _____

Effective Resignation Date _____

Reason for resignation (please select one)

- Accepted employment outside of Plano ISD.
- Accepted full-time employment with Plano ISD. This will automatically remove my name from the substitute system.
- Accepted part-time employment with Plano ISD and resigning from my substitute/adult temp position.
- Accepted part-time employment with Plano ISD and will continue to substitute/adult temp.
- Moving *If you have a new address, please complete a Change of Address Form.
- Other: _____

Signature

Printed Name

Date

Submit By:

Plano ISD – Human Resources

Mail: Attn: Substitute Office

2700 W. 15th Street, Plano TX 75075

Fax: 469-752-8037

E-mail: Scan/email send to: substitute@pisd.edu