

**INSTRUCTIONAL STAFF RESIGNATIONS &  
REQUEST FOR RELEASE FROM CONTRACT**

All professional staff under contract with the District is expected to fulfill the entire term of the contract.

**Release from Contract**

However, when a member of the professional staff requests a release from contract, the Board may exercise one of three options:

1. Grant an unconditional release from contract.
2. Deny temporarily or table the request with the understanding that the administration will be directed to facilitate the granting of the request by seeking an adequately qualified replacement.
3. Deny the request.

No release shall be deemed granted until the Board has unconditionally approved it. Any teacher who has not been granted a release by the Board and who fails to fulfill a teaching contract with the District will be reported to the Education Standards and Practices Board.

**Resignation**

Professional staff members who decide to leave the employment of the District at the end of their current contract are requested to submit a written resignation to the Superintendent and Principal immediately upon making the decision. The resignation shall indicate clearly the date upon which it is intended to be effective. No resignation shall be deemed effective until the Board has approved it.

---

Complementary Documents

- DKBB-BR, Granting a Release from Contract

**RECOMMENDED**

Descriptor Code: DKBB

□□□□□□ □□□□□□□□:

[□□□□ □□□□]