

# PLANO INDEPENDENT SCHOOL DISTRICT SUBSTITUTE RESIGNATION

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

Today's Date: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

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 will resign from my substitute position.
- Accepted part-time employment with Plano ISD  
and will continue to work as a substitute on days that I am  
not assigned to work in my regular position.
- Moving \*If you have a new address, please complete a Change of Address Form.
- Other: \_\_\_\_\_

\_\_\_\_\_  
Signature                                      Printed Name                                      Date

**Completed form must be submitted by mail, fax, or e-mail:**

**Mail**  
Plano ISD – Human Resources  
Attn: Substitute Office  
2700 W. 15<sup>th</sup> Street, Plano TX 75075

**Fax**  
469-752-8037

**E-mail**  
By your last name send to:  
**A – M**      marisol.sonoda@pisd.edu  
**N – Z**      dollie.thomas@pisd.edu