

**RESOLUTION AUTHORIZING DISMISSAL OF  
FULL-TIME TEACHER(S) IN LAST YEAR OF PROBATIONARY SERVICE**

**WHEREAS**, the teacher(s) hereinafter set forth is completing *(his) (her) (their)* last year of probationary teaching service during the 2017-2018 school year; and

**WHEREAS**, the Board of Education of {District's Name}, DuPage County, Illinois, has determined that the full-time, non-tenured teacher(s) hereinafter set forth shall be dismissed at the end of the 2017-2018 school term, pursuant to Section 5/24-11 of *The Illinois School Code*, in conformance with, and for the reasons set forth in, the Exhibit(s) attached hereto and made a part hereof.

**NOW, THEREFORE**, Be It Resolved by the Board of Education of {District's Name}, DuPage County, Illinois, as follows:

**Section 1:** That the following full-time non-tenured teacher(s) shall be dismissed at the end of the 2017-2018 school term, in conformance with, and for the reasons set forth in, the Exhibit(s) attached hereto and made a part hereof:

**Name of Teacher**

**Section 2:** That the President and Secretary of the Board of Education are hereby authorized and directed to send the teacher(s) set forth above a written notice of dismissal by first-class mail at least **forty-five (45) days** before the end of the school term, in conformance with, and for the reasons set forth in, the Exhibit(s) attached hereto and made a part hereof.

**Section 3:** That the President and Secretary of the Board of Education are hereby authorized and directed to send the teacher(s) set forth above a written notice of dismissal by certified mail, return receipt requested, at least **forty-five (45) days** before the end of the school term, in conformance with, and for the reasons set forth in, the Exhibit(s) attached hereto and made a part hereof.

**Section 4:** That the Superintendent or his/her designee shall send the teacher(s) set forth above a written notice of dismissal by overnight mail, at least **forty-five (45) days** before the end of the school term, in conformance with, and for the reasons set forth in, the Exhibit(s) attached hereto and made a part hereof.

**Section 5:** That this Resolution shall be in full force and effect forthwith upon its passage.

**ADOPTED** this 5 day of April, 2018, by the following vote:

AYES:

NAYS:

ABSENT

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Name of Board President, President  
Board of Education

ATTEST:

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Name of Board Secretary, Secretary  
Board of Education

**NOTICE OF DISMISSAL**

**VIA FIRST CLASS MAIL;**  
**CERTIFIED MAIL, RETURN RECEIPT REQUESTED;**  
**OVERNIGHT AND EMAIL**

April 6, 2018

*Name of Teacher*  
*Address*

We regret to advise you that the Board of Education of {District's Name}, DuPage County, Illinois, pursuant to Section 5/24-11 of *The Illinois School Code*, has determined that you are to be dismissed at the end of the 2017-2018 school term. Your services to the School District shall terminate on *June 1, 2018*, or the last teacher employment day during the 2017-2018 school term, whichever is later. **The reasons for your dismissal are (*list reason(s) below*):**

*You currently only hold a Transitional Bilingual License which was issued in October 2013 and is scheduled to expire in June 2018. You had five years to complete the requirements for a teaching license while holding the Transitional Bilingual License, but have not done so. Failure to complete these requirements means that you will not be qualified to teach in Illinois commencing July 2018. In light of this, the administration will recommend that the Board non-renew your employment.*

Very truly yours,

Board of Education  
{District's Name}  
DuPage County, Illinois

By:

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

I received this Notice of Non-Reemployment by personal delivery on \_\_\_\_\_, 2018.

\_\_\_\_\_  
*Name of Teacher*