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1319 New Sunnybrook • P. O. Box 2035 • Tyler, Texas 75710 • 903.262.1000 • **Dr. Randy Reid, Superintendent**

June 3, 2009

TO: Tyler ISD Volunteers  
FROM: Sharon Roy, Director of Human Resource

Thank you for serving as a volunteer during the past school year. We appreciate your service to the students and staff of Tyler ISD. We are currently enrolling volunteers for the **upcoming school year**. If you wish to continue to serve as a volunteer, you must renew your application. Please visit the volunteer website at <http://www.tylerisd.org/04Parents/volunteers.htm>. The early renewal period is now open and will continue through August 10<sup>th</sup>.

Please follow the instructions below to renew your application:

- **Log on as a “Returning Volunteer”** using the username and password you provided at registration. If you have forgotten your username and password, use the link provided to obtain your information.
- **Click “Update”** to begin the renewal process. You will be led through a series of screens that will allow you to update your contact information and job preferences.
- Make any changes you wish and **click “Continue” on each screen.**
- **Important:** On the screen entitled **“Submit Application”** you must choose **“I Agree”** and **click on the “Continue”** button in order to officially renew your volunteer application.

We encourage you to visit the website before August 10<sup>th</sup> to renew your volunteer application before the beginning of the school year. Please note that if you do not renew your application before August 10<sup>th</sup>, your name will be removed from the active volunteer pool and you will not be able to volunteer until you complete the renewal process.

**The Volunteer Services office is closed during the summer, but will reopen the third week in August.** After that time, you may contact Brenda Parish at 903.262.1047 or by e-mail at [VolunteerHelp@tylerisd.org](mailto:VolunteerHelp@tylerisd.org) with any questions you may have regarding this process. We look forward to working with you again during the coming year.

**Sharon Roy, Director of Human Resources**  
Phone 903-262-1071 Fax 903 262-1168 Email [sharon.roy@tylerisd.org](mailto:sharon.roy@tylerisd.org)