



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

June 10, 2010

TO: Tyler ISD Volunteers
FROM: Angela Jenkins, Director of Communications

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 will begin June 10th and continue through August 10th.

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. If you are now or ever have been an employee (substitutes included) of Tyler ISD, log on as **“Current or Former Employee.”**
- **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 10th to renew your volunteer application before the beginning of the school year. Please note that if you do not renew your application before August 10th, 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 August 10, 2010. After that time, you may contact Brenda Parish at 903.262.1047 or e-mail VolunteerHelp@tylerisd.org with any questions you may have regarding this process. We look forward to working with you again during the coming year.