

Substitute FYI's

START TIMES

The expectation is that substitutes show up at the scheduled times as reflected in the job in ReadySub.

ARRIVING/LEAVING

All substitutes must check into the front office upon arrival and before leaving for the day. **Badges are required and provided upon check-in.**

CAN'T MAKE IT?

Please release the job in ReadySub and email/text the substitute coordinator and school secretary if you are unable to make it to a job as soon as you know.

TECH ISSUES?

Please submit a Technology Support ticket to our IT department for immediate assistance.
Link located under Quick Links on left of district website.

District Office

503 N Sequim Ave
Sequim, WA 98382

Office Hours: 7:00 am- 4:00 pm

Superintendent

Regan Nickels (360) 582-3260

Asst. to Superintendent

Trayce Norman (360) 582-3262

Teaching & Learning

Donna Hudson (360) 582-3279

Payroll/Benefits

Kathy Wright (360) 582-3247
Haleigh Montelius (360) 582-3267

Human Resources

Victoria Balint (360) 582-3261
Valorie Knieper (360) 582-3418
Ashley Adams (360) 582-3268

IT Support

(360) 582-3412

Please leave a voicemail- it will be transcribed and sent to all IT Tech Support staff.



SEQUIM SUBSTITUTE REFERENCE GUIDE

2023-2024 School Year

Substitute Coordinator

Ashley Adams

Call or Text

(360) 477-2873

aadams@sequimschools.org

Greywolf Elementary

171 Carlsborg Rd
Sequim, WA 98382

School Hours: 8:30 am–3:00 pm
Late Start Monday: 9:30 am–3:00pm

Principal: Jennifer Lopez
(360) 582-3301

Asst. Principal: Tami Ota
(360)- 582-3302

Head Secretary: Darcy Lamb
(360) 582-3300
dlamb@sequimschools.org

Helen Haller Elementary

350 W Fir St
Sequim, WA 98382

School Hours: 8:15 am–2:45 pm
Late Start Monday: 9:15 am–2:45 pm

Principal: Rebecca Stanton
(360) 582-3202

Asst. Principal: Casey Lanning
(360)- 582-3240

Head Secretary: Tennille Bixby
(360) 582-3200
tbixby@sequimschools.org

SCHOOL SITES



Sequim Middle School

301 W Hendrickson Rd
Sequim, WA 98382

School Hours: 8:15 am–2:45 pm
Late Start Monday: 9:15 am–2:45 pm

Principal: Kristen Lunt
(360) 582-3504

Asst. Principal: Candice Ward
(360)- 582-3505

Head Secretary: Kimberly Bushy
(360) 582-3500
kbushy@sequimschools.org

Sequim High School

601 N Sequim Ave
Sequim, WA 98382

School Hours: 8:15 am– 2:45 pm
Late Start Monday: 9:15 am–2:45 pm

Principal: Erin Fox
(360) 582-3601

Asst. Principal: Robby Fox
(360)- 582-3681

Head Secretary: Ann Tjemsland
(360) 582-3600
atjemsland@sequimschools.org

Olympic Peninsula Academy (OPA)

400 N 2nd Ave
Sequim, WA 98382

School Hours: 9:15 am– 2:45 pm
Mon–Thurs

Principal: Ned Floeter
(360) 912-2068

Head Secretary: LeAnn Parker
(360) 582-3403
lparker@sequimschools.org