


Instructions: How to Report AR Election Results

Step 1: To report election results, complete the form [here](#). On the form, you will be directed to **Authentication** page.



AR Election Results

This form is to ONLY be used by outgoing and continuing association representatives of the Seattle Education Association in order to report changes to elected reps at their worksites. Newly elected association representatives will not be able to complete this form.


Authentication

Work Email Address
Please enter SPS email address so we can uniquely identify you

Employee ID
Please remove all leading 0s

*
 I certify this information is accurate

Step 2: Please enter your SPS email address and employee ID to access the **AR Election Results** page of the form. Select *"I certify the information is accurate"* once you have entered your login credentials.



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Authentication Select Action

Work Email Address
Please enter SPS email address so we can uniquely identify you

Employee ID
Please remove all leading 0s

*
 I certify this information is accurate

Please select **"Select Action"** at the top to proceed with reporting your election results

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Step 3: Once you enter the **Select Action** page, please select which action you would like to perform. Select *"I would like to report the election results for my worksite"* in order to report your building or department's election results.

SEA
SEATTLE EDUCATION
ASSOCIATION

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Authentication Select Action AR Election Results


What action would you like to perform?*

- I would like to report the election results for my worksite
- I would like to notify SEA that I am no longer serving as an association representative

Please select "AR Election Results" at the top to proceed with reporting your election results

Step 4: Once you enter the **AR Election Results** page, the following fields will be pre-populated: your full name, building or department, total SEA members in your building or department, and total eligible elected representatives your building or program is entitled to. Select the *School Year* you are reporting election results for.

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Authentication | Select Action | **AR Election Results**

Full Name
SUSAN SMITH

Building or Department
Select the building or department
ABC ELEMENTARY

Total Members
This represents the total SEA members in your building or department
10

Total Eligible Elected Representatives
Your building or department is entitled to one elected association representative for every 20 members and may elect an equivalent number of alternates to their representatives.
The below represents the total association representatives and alternates that members of your building or department can elect.

Association Representatives	Alternates
1	1

School Year*
2024-2025

The SEA bylaws state that each school, department, or teaching unit shall be represented at the Representative Assembly by one representative for each twenty (20) members or fraction thereof. Based on the total members provided on the form, these are the total association representatives your building or department can elect:

- **1 – 20** total members = 1 AR
- **21 – 40** total members = 2 ARs
- **41 – 60** total members = 3 ARs
- **61 – 80** total members = 4 ARs
- **81 – 100** total members = 5 ARs

Step 5: Your building or department’s current association representatives and alternates will also populate once you access the **AR Election Results** page. Indicate whether each rep is continuing in their current position by selecting “Yes” or “No” for the following question: *Is the rep continuing in this position?*

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Current Association Representatives		
Please complete for ALL current association representatives and alternates		
Name CURRENT ALT 1	Current Position Alternate	Is this rep continuing in this position?*
Name CURRENT ALT 2	Current Position Alternate	Is this rep continuing in this position?*
Name CURRENT AR 1	Current Position Association Representative	Is this rep continuing in this position?*

Step 6: Indicate whether there are any new association representatives or alternates elected in your building or program by selecting “Yes” or “No” for the following question: *Would you like to add any newly elected association representatives or alternates?* Please only include representatives who changed roles from the current school year (e.g. alternate to association representative) or representatives who did not serve during the current school year.

Would you like to add any newly elected association representatives or alternates?*	
Yes	
New Association Representatives	
Please complete for ALL newly elected association representatives and alternates, including reps who have changed roles	
Elected Position*	Work Email Address*
	Please enter SPS email address so we can uniquely identify rep
* <input type="checkbox"/> The email address I provided for the newly elected association representative or alternate is accurate	
+ ADD additional new association representative	

Step 7: To add new association representatives: Select either “Alternate” or “Association Representative” from *Elected position* and provide the representative’s SPS email address. Select “The email address I provided for the newly elected association representative or alternate is accurate” to confirm that the information entered is accurate. Only active dues paying members should be entered.

Select the start date for the new association representative. If the rep will serve starting the beginning of the school year, select September 1 as the start date.

To add additional new association representatives, select “+ADD additional new association representative.”

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New Association Representatives

Please complete for ALL newly elected association representatives and alternates, including reps who have changed roles

Elected Position *	Work Email Address *
<input type="text" value="Association Representative"/>	<input type="text" value="jsuarez@seattleschools.org"/>

Please enter SPS email address so we can uniquely identify rep

*
 The email address I provided for the newly elected association representative or alternate is accurate

Name *

What date did this rep start this position? *

If this rep will serve starting at the beginning of the school year, please use September 1 as the start date

[+ ADD additional new association representative](#)

Step 8: Upload a copy of your elections results, then submit the form.

Election Results

Please upload the results of your AR elections *

The following file extensions are allowed: doc, docm, docx, gif, jpg, jpeg, pdf, png, ppt, pptm, pptx, tif, tiff, xlm, xls, xlsx, xlsm, xlsx
