



Developmental Disabilities Administration (DDA)
Enhanced Respite Services

Enhanced Respite Services School Notification

Date:

To: Primary teacher, IEP Case Manager, Principal or Assistant Principal and/or Special Education Administrator at the School District level:

cc: Parent / Legal Guardian:

Re: **Request for Excused Absence, Coordination with DDA Enhanced Respite Services**

I am **Child / Youth's Name** DDA Case Resource Manager. I am writing to confirm that **Child / Youth's Name** will be accessing DDA's Enhanced Respite Services in **City, WA** from **Date (from)** to **Date (to)**.

DDA's Enhanced Respite Services provide stabilization services in a community setting for DDA-enrolled children and youth. These services are intended to provide opportunity for service coordination and development of strategies that can support the child upon returning home and give families a short-term break from caregiving. The services are available for 30 consecutive days in a calendar year.

Because DDA's Enhanced Respite Services are available in only a limited number of locations around the state, this means that **Child / Youth's Name** will not be able to make the daily commute to school while they are accessing this service in **City, WA**.

Parent / Legal Guardian's Name believes this temporary absence from school will not cause a serious adverse effect upon the student's educational progress, and requests that you agree to excuse **Child / Youth's Name** absences during their ERS stay consistent with WAC 392-121-108(1)(a) and RCW 28A.225.010.

During their time at ERS, **Child / Youth's Name** will receive staffed support throughout the day. In order to support **Child / Youth's Name** learning and engagement, we would like to connect with you and the IEP Lead to establish a learning plan while they are in Respite Care.

Please do not hesitate to contact me with any questions about DDA's Enhanced Respite Services. I would also be glad to coordinate with you and **Parent / Legal Guardian's Name** on a time to connect to talk about possible options for supporting continued learning during the **Child / Youth's Name** respite stay.

Thank you for your assistance in this matter.

Parent / Legal Guardian or CRM

To read more about DDA's Enhanced Respite Services, see: [Enhanced Respite Services for Children Policy 4.03 \(wa.gov\)](#) and [Enhanced Respite for Children and Youth | Informing Families](#).

Instruction to CRM:

When a youth is approved for ERS, the CRM review will the family the expectations for communicating the youth's expected absence to their current school. This expected communication with the current school includes requesting that the school or district agree to excuse the absence and asking about the possibility of some school services being provided during the course of the respite stay.

The CRM will determine with each family a plan for who will communicate these requests to the school and how confirmation of this communication will be shared with the CRM.

If the family requests the CRM's assistance in communicating these requests to the school, CRMs are encouraged to use the template on the first page. It includes each of the expected elements for communication with the school.

Families may opt to communicate with the school in whatever fashion they choose. If the CRM is not directly copied in a communication with the school, the CRM shall request notification when communication has occurred. CRM is required to document in SER that communication did occur with the local school, and the date which it occurred.