



**ALEX PADILLA** | SECRETARY OF STATE | STATE OF CALIFORNIA  
ELECTIONS DIVISION

1500 11<sup>th</sup> Street, 5<sup>th</sup> Floor, Sacramento, CA 95814 | **Tel** 916.657.2166 | **Fax** 916.653.3214 | [www.sos.ca.gov](http://www.sos.ca.gov)

May 2, 2018

County Clerk/Registrar of Voters (CC/ROV) Memorandum #18094

**TO:** All County Clerks/Registrars of Voters

**FROM:** /s/ Evelyn Mendez  
Program Manager, NVRA and Voter Education and Outreach

**RE:** Primary Election: School Availability as Polling Places

Secretary of State Alex Padilla and State Superintendent of Public Instruction Tom Torlakson are partnering to remind each California school administrator of the requirements of Elections Code section 12283 with regards to the use of schools as polling places. Attached for your reference is a copy of the letter that was sent to each of your county and district superintendents, charter school administrators, school board presidents, and school principals.

The school administrators have also been encouraged to promote high school students to participate as poll workers. We plan to continue this partnership to encourage the use of schools for the 2018 General Election.

Please feel free to contact me directly with any questions at (916) 695-1561 or [emendez@sos.ca.gov](mailto:emendez@sos.ca.gov).

Thank you.



**California Department of Education**

**Tom Torlakson**, *State Superintendent of Public Instruction*  
1430 N Street, Sacramento, CA 95814-5901  
916-319-0800

**California Secretary of State**

**Alex Padilla**, *Secretary of State*  
1500 11th Street, 6th Floor, Sacramento, CA 95814  
916-653-7244

April 30, 2018

Dear County and District Superintendents, Charter School Administrators, and School Principals:

## **Schools as Polling Places and Student Poll Workers**

The shortage of polling places and poll workers is a growing problem facing local elections officials in California every Election Day. We are asking for your help by making your campus available as a polling place on Election Day.

As you may know, when your local elections official asks to use a public school campus as a polling place, that request must be honored. The law allows you to decide how best to comply with the request and meet the needs of your own community.

Three options are available under this law: 1) leave the school open and in session while a specific area of the school is designated as a polling place; 2) designate the day as a staff training and development day; or 3) simply close the school to students and non-classified employees. Local elections officials are encouraged to make the request to use your school as a polling place early enough for your school board to consider their options before school calendars are printed and distributed to parents (Elections Code §12283). Contact your local elections office to offer your school as a polling place.

Another Election Day problem is a shortage of poll workers. According to many county elections officials, students are often the most helpful and enthusiastic poll workers, and students who serve as poll workers report they learn about the importance of participating in an election despite not yet being eligible to vote.

High school students who are at least sixteen, are U.S. citizens or legal permanent residents, and are in good standing with a grade point average of at least 2.5 on a 4.0 scale can serve as poll workers. While serving as a poll worker qualifies as an excused absence, absences for the entire school day are not included in the average daily attendance used to generate apportionment funding.

We hope you will make every effort to adjust your calendars to accommodate the use of your school as a polling place for the June 5, 2018, Statewide Direct Primary Election and the November 6, 2018, General Election. In addition, we would be grateful if you

April 30, 2018

Page 2

would help your local elections officials by actively identifying students who can serve as poll workers for the upcoming elections.

If you have any questions about this subject, please contact Evelyn Mendez, Program Manager, Voter Education and Outreach, by phone at 916-695-1561 or by e-mail at [emendez@sos.ca.gov](mailto:emendez@sos.ca.gov); or Jason Spencer, Principal Advisor to the State Superintendent of Public Instruction, by phone at 916-319-0521 or by e-mail at [Jaspencer@cde.ca.gov](mailto:Jaspencer@cde.ca.gov).

Sincerely,

A handwritten signature in blue ink that reads "Tom Torlakson". The signature is written in a cursive style with a prominent horizontal line at the top.

Tom Torlakson  
State Superintendent of Public Instruction

A handwritten signature in black ink that reads "Alex Padilla". The signature is written in a cursive style with a large, stylized "A" and "P".

Alex Padilla  
California Secretary of State

TT/AP:em