



**Shirley N. Weber, Ph.D.**  
**CALIFORNIA SECRETARY OF STATE**  
**Elections Division**

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November 7, 2023

County Clerk/Registrar of Voters (CC/ROV) Memorandum #23114

TO: All County Clerks/Registrars of Voters

FROM: /s/ Jannell Jackson  
Deputy Secretary of State - Voter Education and Outreach Services

RE: 2024 Primary and General Election: School Availability as Polling Places

California Secretary of State Shirley N. Weber, Ph.D. and State Superintendent of Public Instruction Tony Thurmond 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 locations. 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 March 5, 2024, Presidential Primary Election and November 5, 2024, General Election.

Please feel free to contact me directly with any questions at (916) 584-3538 or [SosOutreach@sos.ca.gov](mailto:SosOutreach@sos.ca.gov).



## California Department of Education

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

## California Secretary of State

**Shirley N. Weber, Ph.D.**, *Secretary of State*  
1500 11th Street, 6th Floor, Sacramento, CA 95814  
916-653-7244

November 6, 2023

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

### **Schools as Voting Locations and Student Poll Workers**

We are requesting your help to mitigate voting location and poll working shortages by making your campuses available as polling locations for the March 5, 2024, Presidential Primary Election and the November 5, 2024, General Election.

#### **Public-School Campuses as Voting Locations**

Your local elections official may ask you to make your public-school campus available for use as a polling location. We hope that you can honor this request if asked to do so. The law allows you to decide how best to comply with the request to meet the needs of your community.

Three options are available under the law: (1) leave the school open and in session while a specific area of the school is designated as a polling location or vote center; (2) designate the day as a staff training and development day; or (3) choose to 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 location or vote center early enough for your school board to consider the options before school calendars are printed and distributed to parents (Elections Code §12283). You may contact your local elections office at <https://www.sos.ca.gov/elections/voting-resources/county-elections-offices> to offer your school as a polling location or vote center.

#### **High School Students as Poll Workers**

According to many county elections officials, high school students are often the most helpful and enthusiastic poll workers. High school students who serve as poll workers report they learn about the importance of participating in an election despite not yet being eligible to vote.

November 6, 2023

Page 2

High school students who are at least sixteen years of age, 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 encourage you to make every effort to adjust your calendars to accommodate the use of your campuses as polling locations for the 2024 election cycle. We would also be grateful if you would help your local election officials by actively identifying high school students who can serve as poll workers for the upcoming elections. This is a great opportunity for students to be civically engaged and assist with election processes. Our agencies and staff are available to support you in any way we can to honor this special request from your local election official.

If you have any questions about this request, please contact Jannell Jackson, Deputy Secretary of State of Voter Education and Outreach, at [SosOutreach@sos.ca.gov](mailto:SosOutreach@sos.ca.gov) or 916-584-3538, or the California Department of Education High School Innovations Office at [HSIIO@cde.ca.gov](mailto:HSIIO@cde.ca.gov) or 916-319-0893.

Sincerely,



Tony Thurmond  
State Superintendent of Public Instruction



Shirley N. Weber, Ph.D.  
California Secretary of State

TT/SW:df