



DEBRA BOWEN | SECRETARY OF STATE
STATE OF CALIFORNIA | ELECTIONS

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September 8, 2014

County Clerk/Registrar of Voters (CC/ROV) Memorandum # 14242

TO: All County Clerks/Registrars of Voters

FROM: /s/ Steven Carda
Voter Outreach and Publications Coordinator

RE: General Election: School Availability as Polling Places

Secretary of State Debra Bowen 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 in the 2015 election cycle.

Please feel free to contact me directly with any questions at (916) 657-2305 or Steven.Carda@sos.ca.gov.

Thank you.



CALIFORNIA DEPARTMENT OF EDUCATION

TOM TORLAKSON, State Superintendent of Public Instruction
1430 N Street, Suite 5602
Sacramento, CA 95814-5901
(916) 319-0800



CALIFORNIA SECRETARY OF STATE

DEBRA BOWEN, Secretary of State
1500 11th Street, 6th Floor
Sacramento, CA 95814-4311
(916) 653-7244

September 5, 2014

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

ELECTION INFORMATION

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.

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 16 years old, are U.S. citizens, 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 polling places for the November 4, 2014, General Election. In addition, we would be grateful if you would help your local elections officials by actively identifying students who can serve as poll workers for the November 4, 2014, General Election.

We appreciate your assistance in making California's upcoming election a success. Please do not hesitate to contact us through our staff with any questions you may have.

September 5, 2014

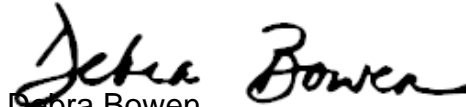
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You may contact Craig Cheslog, Principal Advisor to the State Superintendent of Public Instruction, by phone at 916-319-0554 or by e-mail at ccheslog@cde.ca.gov; or Debbie O'Donoghue, Deputy Secretary of State, Voter Education and Outreach Services, by phone at 916-653-6173 or by e-mail at debbie.odonoghue@sos.ca.gov.

Sincerely,



Tom Torlakson
State Superintendent of Public Instruction
California Department of Education



Debra Bowen
California Secretary of State

TT/DB:dod/op