

The seal of the State of Louisiana is visible in the background, featuring a pelican feeding its young in a nest, surrounded by the words "STATE OF LOUISIANA" and "UNION JUSTICE".

# KYLE ARDOIN

## SECRETARY OF STATE

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P.O. Box 94125 Baton Rouge, LA 70804-9125

## School Guidance on Voter Registration Activities

### **Voluntary Nature of the Program**

As provided in Act 624, each school should provide an opportunity for high school seniors, at least seventeen years old, to register to vote using a school computer to fill out an electronic application or by mail. While the opportunity shall be provided to each student, registration is not required for any high school senior. Nor should any incentives or inducement be provided to high school seniors to register.

### **Parental Consent**

In providing the opportunity to register to vote, schools shall be responsible for acquiring written parental permission prior to providing the registration opportunity. Parental consent should be written, either in the form of an email or signed form by the parents.

### **Privacy of Information**

Any personal information of students provided on the registration forms shall be protected in accordance with La. R.S. 18:154(C) and with school policies governing confidential student data.

### **Students with Disabilities**

Any student with a disability registering to vote should be provided the accommodations and assistance as normally provided in accordance with classroom instruction as well as the provisions set forth in La. R.S. 18:102.1 and La. R.S. 18:106.

### **Restrictions on Third-Parties**

Election officials are best suited to assist in voter registration with schools with parental consent and awareness. Schools should not permit the involvement of any candidate, political or partisan group or organization in the registration process. This also includes any non-profits or other outside entities to avoid undue influence or the appearance of undue influence on high school students. Official employees of the Secretary of State's Office, the clerk's office, and the registrar of voters office are eligible outside groups permitted to assist in registration. Whenever possible, parental consent and involvement should be encouraged in their child's registration.

### **No Incentives**

Registration shall not be offered in conjunction with any incentives such as food, prizes, or other offerings nor shall it be required in order to participate with any other school activities or opportunities.

### **Submission of Registration Forms**

Schools are required to submit all voter registration forms completed by students to the registrar of voters within thirty days of the completed form or in accordance with the dates established in La. R.S. 18:115(E), whichever happens sooner.

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### **Prohibited Activities**

School officials assisting in the registration conducted under this provision, must ensure that registrations do not violate prohibitions set forth in La. R.S. 18:1461.2, prohibiting the registering to vote or attempted registration under a fictitious name or submit voter registration forms which are false, fictitious, or fraudulent as well as other prohibited activities.

### **Training for School Employees**

The Elections Division of the Office of the Secretary of State will develop training materials for each school to participate in the voluntary registration program. School employees responsible for administering this program will be required to be trained annually.

### **Computer Requirements**

While the law does permit registration via computers or by providing the state mail voter registration form, unless schools operate computers that meet the specifications below, registration by mail should be offered in its place:

### ***BROWSER REQUIREMENTS***

*This site was designed for Microsoft [Edge](#), Google [Chrome](#), Mozilla [Firefox](#), and Apple [Safari](#) web browsers with a screen resolution of 1024×768 (or higher). The current version of each is supported, and we design our site to work with the previous version; however, versions older than one previous version may not display content or function properly. Other unsupported web browsers and screen resolutions may work fine; however, some pages may not display or function properly. Browsers that do not support JavaScript and JScript will generate errors.*

*You must have Adobe Acrobat Reader 6.0 or later to print registration documents. Get a [free download of Adobe](#) if you do not already have one.*

*You must enable JavaScript and Cookies.*

*To report problems with the online application process, send an [email](#) with a detailed description of the problem encountered.*

### **Secretary of State Point of Contact**

For all questions or issues arising with voter registration in accordance with the provision, please contact Sherri Hadskey (sherri.hadskey@sos.la.gov) with the Elections Division at the Secretary of State's office.