WASB
WISCONSIN ASSOCIATION OF SCHOOL BOARDS

SCHOOL DISTRICT ELECTION SCHEDULE

2026 Spring Election



WISCONSIN ASSOCIATION OF SCHOOL BOARDS

SCHEDULE AT A GLANCE

The following is a convenient and concise list of critical dates and events. For more in-depth information or dates please view the 2026 WASB School District Election Schedule booklet.

NOVEMBER 2025

DATE	EVENT
Nov. 25	• Deadline for Newspaper Publication of Type A Notice of Election
On or About Nov. 25	• Prepare Packet of Information for Potential Candidates

DECEMBER 2025

DATE	EVENT
Dec. 1	• Earliest Date for Circulation of Nomination Papers, If Required • (NOTE: Nomination Papers Are Not Required in Many School Districts)
Dec. 1 - Jan. 6	• Most Candidates Will File Campaign Registration Statements, Declarations of Candidacy, and Nomination Papers (If Required) During this Period
Dec. 26	• Deadline for Incumbents to File Notice of Noncandidacy (5:00 p.m.) • Deadline for Clerk to Give Public Notice of Incumbent Noncandidacy (If Any)
On or About Dec. 31	• Clerk Notifies Non-Exempt Committees of Deadline for Filing Campaign Finance January Continuing Report (for Period Ending December 31)

JANUARY 2026

DATE	EVENT
Jan. 6	• Candidate Deadline for Filing All Ballot Access Documents (5:00 p.m.) • Clerk Makes Initial Determination of Candidates' Eligibility for Ballot (The Sufficiency of Filings Should be Evaluated on a Rolling Basis) • Only If Applicable, Clerk Gives Public Notice of 72-Hour Filing Extension
Jan. 13	• Drawing of Lots for Ballot Order; Certify Ballot Eligibility to County Clerk(s) • When a Primary is Required, Notice to Municipal Clerks of Primary Election
Jan. 15	• Deadline for Non-Exempt Committees to File January Continuing Report
Jan. 16	• Clerk Performs Duties with Respect to Campaign Finance Reports that Have Been Filed or that Are Delinquent
On or Before Jan. 26	• If a Primary Election Is Being Held, Provide Municipal Clerk with Ballots (Only If Separate Paper Ballots Are Utilized)

FEBRUARY 2026

DATE	EVENT
On or about Feb. 2	• If a Primary Election Is Being Held, Clerk Notifies Non-Exempt Committees of Deadline for Filing Preprimary Campaign Finance Report
Feb. 3-9	• Deadline for Non-Exempt Committees to File Preprimary Report (If Applicable)
Feb. 10	• Clerk Performs Duties with Respect to Campaign Finance Reports that Have Been Filed or that Are Delinquent
Feb. 13	• Write-in Candidate Registration Deadline for Primary Election (12:00 p.m.)
On or Before Feb. 16	• If Primary Election Is Being Held, Choose Board of Canvassers
Feb. 16	• If Primary Election Is Being Held, Publication of Notice of Primary Election (May Occur Earlier If the Newspaper Does Not Publish on Mondays)
Feb. 17	• **Spring Primary Election**
On or About Feb. 17	• If Primary Election Held, Issue Open Meetings Law Notice of Board of Canvassers Meeting(s)

Feb. 18	• If Primary Election Held, Receipt of Election Materials and Related Duties
On or About Feb. 18-24	• If Primary Election Held, Canvass of Primary Returns and Written • Determination of Primary Results
On or About Feb. 18-27	• If Primary Election Held, Recount Request May Be Filed by a Qualifying Aggrieved Party (If any)
On or About Feb. 19-27	• If Primary Election Held, Drawing of Lots for Ballot Order • If Primary Election Held, Certify Nominations and Ballot Order to County Clerk(s)

MARCH 2026

DATE	EVENT
On or Before Mar. 16	• Provide Municipal Clerk with Ballots (Only If Separate Paper Ballots Are Utilized)
On or About Mar. 23	• Clerk Notifies Non-Exempt Committees of Deadline for Filing Preelection Campaign Finance Report
Mar. 24-30	• Deadline for Non-Exempt Committees to File Preelection Report
Mar. 31	• Clerk Performs Duties with Respect to Campaign Finance Reports that Have Been Filed or that Are Delinquent

APRIL 2026

DATE	EVENT
Apr. 3	• Write-in Candidate Registration Deadline for Spring Election (12:00 p.m.)
On or Before Apr. 6	• Choose Board of Canvassers (Consider Appointing Canvassers Multiple Weeks in Advance)
Apr. 6	• Newspaper Publication of the Notice of Spring Election (May Occur Earlier if the Newspaper Does Not Publish on Mondays)
Apr. 7	• **Spring Election**
On or About Apr. 7	• Issue Open Meetings Law Notice of Board of Canvassers Meeting(s)
After Apr. 7	• Some Campaign Committees May File a Campaign Finance Termination Report
On or About Apr. 8	• Receipt of Election Materials and Other Related Duties
Apr. 8-14	• Canvass of Election Returns and Written Determination of Election Results
Apr. 8-17	• Recount Request May Be Filed by a Qualifying Aggrieved Party (If any)
Apr. 8-17	• Clerk Issues Certificate(s) of Election • Clerk Notifies Municipal and County Clerks of School District Officers
On or Before Apr. 27	• School Board Members Take and File Official Oath • Deadline for Newly Elected School Board Members to File Notice of Refusal of Salary that Takes Effect at the Start of the Term of Office
Apr. 27	• School Board Members Take Office
Apr. 27 – May 27	• Election of School Board Officials (i.e. Board Officers)

JUNE 2026

DATE	EVENT
On or About June 30	• Clerk Notifies Non-Exempt Committees of Deadline for Filing Campaign Finance July Continuing Report (for Period Ending June 30)

JULY 2026

DATE	EVENT
July 15	• Deadline for Non-Exempt Committees to File July Continuing Report
July 16	• Clerk Performs Duties with Respect to Campaign Finance Reports that Have Been Filed or that Are Delinquent

WASB School District
Election Schedule
2026 Spring Election

The Wisconsin Association of School Boards (WASB) has prepared the *School District Election Schedule* as a reference for common, union high, and unified school districts for use throughout the upcoming primary and election season. The main sections of this publication are the following:

- **2026 Spring Election Schedule At-A-Glance**
  (a convenient and concise list of critical dates and events, found inside the front cover)
- **Part I: Overview of Ballot Access Documents**
- **Part II: Key Tasks and Deadlines Organized by Date**
- **Part III: List of Elections Commission and Ethics Commission Forms**
  (The forms are electronically linked in the PDF edition of this publication, which is available to WASB members on the WASB website.)

In addition to contacting the WASB with election-related questions, districts are also encouraged to contact their county and municipal clerks and the Elections Commission (608-266-8005). Specific questions about campaign finance issues can be directed to the Ethics Commission (608-266-8123). School board clerks and individuals assisting clerks should also monitor the two commissions' websites for potential training opportunities and for election-related publications and guidance. The following may be particularly useful resources:

- The *Election Administration Manual for Wisconsin School District Clerks* (published by the Elections Commission; last updated January 2021)
- The *Election Administration Manual for Wisconsin Municipal Clerks* (published by the Elections Commission; last updated August 2024)
- The *Campaign Finance Overview: Local Candidate Committees* (published by the Ethics Commission; last updated September 2023)

The WASB *School District Election Schedule* is designed to provide general information and commentary as a service to WASB members based on current law and agency guidance as it existed at the time of publication. It should not be relied upon as legal advice. If legal advice is needed, the services of the school district's designated legal counsel should be obtained.

Edited by the WASB staff.

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School District
Election Schedule
2026 Spring Election

Part I: Overview of Ballot Access Documents

The following items are often referred to as "ballot access documents" for any qualified elector who wishes to be a candidate and have their name listed on the official ballot for the office of school board member at a spring election:

- The Campaign Finance Registration Statement (Form CF-1L or CF-1)
- The Declaration of Candidacy – School District Candidates (Form EL-162sd)
- Nomination Papers (Form EL-169) with elector signatures, **if** nomination papers are required to run for the school board in the district

If an otherwise-qualified elector, **including any incumbent who wishes to run for another term in 2026**, does not file sufficiently complete ballot access documents by the ballot access deadline established in state law, then the person's name cannot appear on the ballot. *Sections 8.30 and 120.06(6)(b).* The following are several additional important points that school district clerks and school district employees assisting a clerk should be aware of, and many of them are also further addressed in Part II of this publication:

- The statutory deadline for filing the ballot access documents is 5 p.m. on the first Tuesday in January. *Section 120.06(6)(b)2.* However, that default deadline can be affected by the following:
  - If the first Tuesday in January is also a legal holiday (i.e., New Year's Day), then the deadline is moved to 5 p.m. the next day. *Section 120.06(6)(b)2.*
  - If any incumbent board member whose term of office expires in April of the same calendar year as the upcoming spring election both (1) fails to file a timely Notification of Noncandidacy by the applicable December deadline, and (2) does not file a Declaration of Candidacy and, if required, nomination papers by the ballot access deadline in January, then the ballot access deadline for such office is extended by 72 hours for all persons except such incumbent. *Section 120.06(6)(b)3.*
- The school district's filing location must be open and staffed to receive filings until 5 p.m. on the day of the ballot access deadline. There is no exception or allowance for the fact that the applicable office may otherwise be closed for a winter break. Because school district offices generally have extended periods of closure immediately prior to the day of the ballot access deadline, school districts are encouraged to make information about their hours of business widely available to the community and to any known potential candidates (such as electors who have requested a candidate packet).

- A candidate may file their Campaign Finance Registration Statement and their Declaration of Candidacy well ahead of the deadline—even prior to the November publication of the school district's "Type A" Notice of Election. There is no "too early" date for filing either of those two documents that is defined in state law. In contrast, in school districts in which nomination signatures are required, only signatures obtained on or after December 1 are valid. Therefore, it is never possible to file nomination papers (if required) prior to December 1.

- Any individual who is considering running for school board needs to be aware that, in some cases, the Campaign Finance Registration Statement (Form CF-1 or CF-1L) **must** be filed prior to the statutory ballot access deadline in order to comply with the campaign finance laws. Compliance with the campaign finance statutes needs to be evaluated separately from compliance with the ballot access deadline. Additional information about events that trigger a requirement for filing the Campaign Finance Registration Statement can be found below.

- Once a person files ballot access documents that qualify the individual's name to appear on the ballot, the individual cannot withdraw his/her name from the ballot. This is true even if the person expresses his/her desire to withdraw prior to the formal ballot access deadline. *Section 120.06(7)(a)*.

- State law provides that the filing of a nomination paper, ballot application, financial report, affidavit, or other form or statement with the appropriate official responsible for accepting such materials under chs. 5 to 12 of the Wisconsin Statutes irrevocably transfers the legal title to such official or agency, regardless of the sufficiency of the filing. The official shall retain all election materials until destruction or other disposition is authorized by law. *Section 7.24*.

A. The Campaign Finance Registration Statement (Form CF-1 or Form CF-1L) and Additional Background on Campaign Finance

As further covered in this section, candidates for school board must register a "candidate committee" with the local school district filing officer (i.e., the school district clerk) on a timely basis for purposes of **both** the campaign finance laws **and** the statutes that determine a candidate's eligibility to have the candidate's name appear on an election ballot. As a practical matter, many candidates for school board serve as their own campaign treasurer; and, in that scenario, the candidate is generally the only member of the "candidate committee." Once registered, s. 11.0203(3)(a) states that a candidate committee is required to report any change in information previously submitted in a registration statement within 10 days following the change.

The Wisconsin Ethics Commission maintains two versions of the Campaign Finance Registration Statement form. School board candidate committees may use either version of the form to register (or to amend an existing registration). One version is the "all purpose" CF-1 form that may also be used by other types of committees (such as referendum committees) that are similarly required to register under the campaign finance laws. The second version of the form, the CF-1L, provides a simpler, specialized form that is exclusively for use by local candidate committees. The CF-1L eliminates the additional sections of the "all purpose" form that are irrelevant to local candidate committees and includes clearer instructions. Most candidate committees for school board elections will find it easier to use the specialized CF-1L, and the WASB recommends that local filing officers include the CF-1L (rather than the CF-1) in candidate information packets.

Clerks and individuals assisting the clerk should familiarize themselves with the duties assigned to local filing officers under the campaign finance statutes. Key duties are listed in s. 11.0102(3), and those duties are further addressed in items found in Part II of this publication. Clerks and individuals assisting the clerk are also encouraged to contact the staff at the Ethics Commission for additional guidance regarding committee registration and campaign finance more generally.

New Candidates (Not an Incumbent or Otherwise Currently Registered) – A person who wishes to be a candidate for the office of school board member and to have their name appear on the spring election ballot (and the primary election ballot, if applicable) must file a Campaign Finance Registration Statement by **the earlier of**:

1. The date on which the person receives a contribution, makes a disbursement, or gives consent for another person to receive a contribution or make a disbursement in order to bring about the individual's nomination or election to office. *Section 11.0101(1)(a)3.*

   (Note: The statutes qualify this criteria by providing that an unregistered candidate may (1) make a disbursement, or incur an obligation, in the amount required to rent a postal box, or in the minimum amount required by a bank or trust company to open a checking account, prior to the time of registration, and (2) accept a contribution, make a disbursement, or incur an obligation required for the production of nomination papers. Section 11.0202(2)(b).)

2. The date on which the person files nomination papers with the appropriate filing officer. *Sections 8.10(5) and 11.0101(1)(a)1.*

3. The date on which the person files a Declaration of Candidacy. *Section 120.06(6)(b)5.*

4. The ballot access deadline, as discussed above. *Sections 8.30(2) and 120.06(6)(b)2.*

The first two dates listed above relate to the Wisconsin campaign finance laws as they apply to individual candidates and their "candidate committees." Every registered candidate is considered to have a committee for campaign finance purposes, even when the candidate chooses not to designate a separate treasurer or other officers. Specifically, s. 11.0202(1)(a) of the statutes provides that "each candidate, through his or her candidate committee, must file a registration statement with the appropriate filing officer … as soon as practicable after the individual qualifies as a candidate." The term "candidate," for purposes of school board elections, is defined in s. 11.0101(1)(a) to include an individual who files nomination papers or who receives a contribution or makes a disbursement (or gives consent for another person to do so) in order to bring about the individual's nomination or election to office.

State law is clear that if a new candidate does not file a registration statement by the applicable ballot access deadline, then "the name of the candidate may not appear on the ballot." *Section 8.30(2)*. In contrast, if a candidate, under the above outline of possible registration deadlines, files his or her registration statement (along with other required documents) **prior to** the final ballot access deadline but materially **after** one of the earlier events that triggers the registration requirement (e.g., after receiving contributions or making disbursements), then the probable outcome would be that the person's name would still be certified to appear on the ballot. However, such a candidate may have liability related to late registration as a violation of the campaign finance laws. *See Section 8.30(2) and Subchapters II and XIV of Chapter 11.*

Incumbents Running for Re-Election or for any New Term of Office on the School Board – Incumbent school board members, as persons holding a local office, are also considered "candidates" under state law throughout their entire term of office. *Section 11.0101(1)(c).* As a result, all incumbents (including any board member serving as an appointee following a school board vacancy) who may be running for a new term in the spring election will already have a previous registration statement on file with the school district clerk. However, according to the September 2023 edition of the Ethics Commission's *Campaign Finance Overview: Local Candidate Committees*, "[A]n amended registration must be filed for every election, listing the correct election date [in the appropriate box on the amended registration]." Therefore, any incumbent board member who wishes to run for a school board seat at the spring election must file an **amended registration statement** that identifies the applicable office and the date of the applicable election. *See also Election Administration Manual for Wisconsin School District Clerks at page 32.*

In terms of the timing for filing an amended registration statement when running for school board as an incumbent, the safest and most prudent approach is for the incumbent to follow the same deadlines that would apply to registration if they were a new candidate, as discussed above. Under that approach, the incumbent will always have the amended registration statement filed by the ballot access deadline (at the very latest).

It has not been definitively and authoritatively determined that an incumbent's failure to file an amended registration statement, by itself, always results in ballot ineligibility if the incumbent has filed all other ballot access documents on a timely basis. Ballot ineligibility under s. 8.30(2) might be the consequence. However, an incumbent could instead attempt to argue that (1) because they have an actively-registered candidate committee under the campaign finance laws, the consequence of ballot ineligibility for *failure to register* should not apply to *amending* their active registration; and (2) the deadline for filing an *amended* registration statement should be the 10-day period permitted under s. 11.0203(3)(a), with any consequences for a late amendment being determined under Chapter 11 (and not under s. 8.30(2)).

Due to the uncertainty surrounding the possible consequences (which might include ineligibility to appear on the ballot), local filing officers should strongly encourage incumbents to file an amended registration statement under the same registration deadlines that apply to new candidates, as discussed above. If a school district filing officer encounters a situation in which an incumbent board member has filed all ballot access documents *except for* an amended registration statement by the ballot access deadline, the filing officer may need to contact the Ethics Commission and the Elections Commission to help determine that incumbent candidate's ballot eligibility.

Candidates Who Lost a Previous Election but Who Remained Registered and Run for Office in a Subsequent Election – Sometimes a candidate who loses an election chooses to remain registered under the campaign finance laws (i.e., rather than terminating their committee's registration) with the intent of running as a candidate in a subsequent election. Similar to an incumbent who decides to run for re-election, any such individual must file a timely **amended registration statement** that identifies the office sought and the date of such subsequent election. Various factors (such as whether and when the registrant engages in any campaign-related financial transactions) can determine what constitutes timely filing of the amended registration. Also similar to an incumbent who has decided to run for re-election, a candidate who remained registered after losing an election in order to run for a school board seat in a subsequent election should file the amended registration by no later than the applicable ballot access deadline (at the very latest) to avoid the possibility that failing to do so may make the candidate ineligible to appear on the ballot under s. 8.30(2).

Write-In Candidates – An elector of the school district who does not file his or her ballot access documents in time to qualify for the ballot, or who decides to seek office only after the ballot access deadline has already passed, may attempt to run for office as a write-in candidate. There are at least two circumstances where the statutes expressly require a write-in candidate to file a Campaign Finance Registration Statement:

1. The person becomes a "candidate," as defined under Ch. 11, by virtue of receiving a contribution, making a disbursement, or giving consent for another person to receive a contribution or make a disbursement in order to bring about the individual's election to office; or

2. If at least one candidate has been certified to appear on the ballot for the office in question and if no such ballot-eligible candidate dies before the date of the election, then any potential write-in candidate must file a registration statement by no later than 12:00 p.m. (noon) on the Friday before the applicable election in order to have his or her write-in votes counted. If the person fails to register by the deadline in this situation, then the person's write-in votes will not be counted by the board of canvassers. *Section 7.50(2)(em).* When multiple school board seats are part of a single ballot contest (e.g., when the "top two," "top three," etc. finishers in the ballot contest will each receive a seat as winners of the election), having *at least one certified candidate on the ballot for the office in question* means that there are at least as many ballot-certified candidates as there are actual seats/offices available in the relevant ballot contest.

A write-in candidate is **not** required to file a Campaign Finance Registration Statement if neither of the above applies. However, write-in candidates need to understand that the question of whether they are required to file a registration statement for purposes of compliance with the campaign finance laws is separate from the question of whether they are required to file a registration statement in order to have their write-in votes counted. Both of those requirements, either of those requirements, or neither of those requirements may apply in specific cases. Further, when registration is required for both reasons, (1) the campaign finance laws may require registration to occur earlier than the Friday before the election (e.g., if the write-in candidate accepts any contributions or makes any expenditures at an earlier date); and (2) the consequences of "late" registration are evaluated separately under each of the relevant registration requirements.

Even in situations where a write-in candidate is not required to file a Campaign Finance Registration Statement, a person who is actively soliciting write-in votes or otherwise holding themselves out as a write-in candidate may still choose to file a registration statement out of an abundance of caution regarding possible ambiguities in the law or to be included in any list of "registered write-in candidates" that may be produced.

Building on some of the information covered above, the basic rules for counting write-in votes under s. 7.50(2)(em) are:

1. Votes for **registered** write-in candidates are **always** counted. This means a write-in candidate who filed a CF-1 or CF-1L by no later than noon on the Friday immediately preceding the election.

2. Votes for **non-registered** write-in candidates (i.e., all write-in votes) are counted only if one or more of the following applies:

    a. No candidates have been certified to appear on the ballot for the office in question.

b. There are fewer candidates certified to appear on the ballot than the total number of school board seats available in any single ballot contest in which voters are permitted to vote for multiple candidates (for example, in a contest where there are two at-large seats to be filled, the ballot instructs voters to "vote for not more than two" candidates, and there is only **one** named candidate who appears on the ballot).

c. Any candidate who was certified to appear on the ballot for the office in question dies before the election. *(Note: Although s. 7.50(2)(em) also states that all write-in votes shall be counted if a candidate certified to appear on the ballot "withdraws" prior to the election, there is no known mechanism under which a candidate for school board who has qualified for the ballot may withdraw.)*

If a write-in candidate's votes are counted and a write-in candidate wins a school board seat in the election, the clerk will send a certificate of election to the candidate. If a write-in candidate (or any candidate) who has won a school board seat declines to take office (i.e., by not taking and filing the oath of office on a timely basis), there would be a vacancy in the applicable seat. In all school districts except for the Milwaukee Public Schools, the vacancy will be filled by appointment by the remaining members of the school board, as further provided under Chapter 17 of the state statutes.

All School Board Candidates and Their Candidate Committees: Designating a Treasurer and a Depository on Registration Statements or Amended Statements – Filing officers (i.e., school district clerks) and persons assisting filing officers often have questions about the obligation of a committee to designate a committee treasurer and a depository on the registration statement. With respect to candidate committees, the statutes provide as follows:

1. Each candidate shall either designate a treasurer of his or her candidate committee to comply with the registration and reporting requirements or serve as the treasurer himself/herself. If the candidate appoints a separate treasurer, the candidate and the candidate's treasurer shall cosign the registration statement of the committee. *Section 11.0201(1).*

2. The registration statement shall include the name and address of the depository account of the candidate committee and of any other institution where funds of the committee are kept. *Section 11.0203(1)(d). (Note: It is not necessary for a candidate to provide the specific depository account number on the registration statement.)*

3. A candidate who receives no contributions, makes no disbursements, and incurs no obligations shall file the registration statement, but need not designate a campaign depository account until the first contribution is received, disbursement is made, or obligation is incurred. *Section 11.0202(1)(b). (Note: This narrow exception is available to a candidate committee only to the extent that the candidate receives no contributions, makes no disbursements, and incurs no obligations in any amount.)*

4. Any candidate who serves as his or her own treasurer and who files a registration statement that validly claims an exemption from filing campaign finance reports may designate a single personal account as his or her committee's depository account and intermingle personal and other funds with campaign funds within the account. If such a candidate later establishes a separate candidate committee depository account, then the candidate shall transfer all campaign funds in the personal account to the new depository account. *Section 11.0201(2)(b).*

Additional information regarding these requirements can be found in the instructions to the Campaign Finance Registration Statement (Form CF-1L and Form CF-1) and in the *Campaign Finance Overview: Local Candidate Committees*, as published by the Wisconsin Ethics Commission.

All School Board Candidates and Their Candidate Committees: Confidential Personal Telephone Numbers on Registration Statements or Amended Statements – In connection with Campaign Finance Registration Statements, it is important for candidate committees, school district filing officers (i.e., the school district clerk), and school district records custodians to be aware of s. 11.0203(1)(bd) of the state statutes and how the Ethics Commission's registration forms address that statute. Under s. 11.0203(1)(bd), each candidate committee's registration statement must include, among other mandated information, "the email address and **personal telephone number** of the candidate, the candidate committee treasurer, and any other custodian of books and accounts." The statute goes on to state, "**Telephone numbers** provided under this paragraph shall be kept **confidential** and are not subject to the right of inspection and copying under s. 19.35 (1) [of the Wisconsin Public Records Law]." *Id*.

As noted above, candidate committees may use either the CF-1 or the CF-1L to register. However, each version of the registration form creates different issues with respect to telephone numbers and the application of s. 11.0203(1)(bd) of the state statutes. As of September 30, 2025, the following is the best available guidance:

1. *Candidate committees using **the CF-1**:*

   – The latest version of the CF-1 (dated 09/2023) predates the creation of s. 11.0203(1)(bd) and, therefore, does **not** directly address telephone number confidentiality under that statute.

   – If a candidate committee uses the 09/2023 version of the CF-1, the form needs to be used and interpreted in light of s. 11.0203(1)(bd) even though the form was not created with those requirements in mind. Local filing officers and records custodians should likely start with the assumption that any phone number provided on the CF-1 form is a personal telephone number that is subject to confidentiality under s. 11.0203(1)(bd).

2. *Candidate committees using **the CF-1L**:*

   – The CF-1L (dated 10/2024) **does** directly address s. 11.0203(1)(bd). The form collects confidential personal telephone numbers on a separate page, and it includes the following warning regarding other telephone numbers: "*CAUTION: A personal telephone number that is identified as a confidential telephone phone number on page 3 of this form should **not** be entered on page 1 of this form. Do **not** enter any personal telephone numbers of the candidate, the candidate committee treasurer, and any other custodian of books and accounts on page 1 of this form*."

   – If the CF-1L is used as intended and according to the instructions, filing officers and records custodians should have little trouble complying with the confidentiality requirements that apply to personal telephone numbers. Confidential personal telephone numbers will be entered on the third page of the form, and any separate (i.e., non-confidential) contact phone numbers for the committee may be entered on the first

page. The telephone number fields on the first page of the CF-1L may be left blank if the registrant has entered confidential personal telephone numbers on the third page and has not established any separate, non-confidential telephone number(s).

- If a candidate committee uses the form incorrectly and, despite the instructions, enters the **same** telephone number on **both** the first page and third page of the form, then the local filing officer and the local legal custodian of records will be confronted with an ambiguity about what to do in response to any request to inspect or copy the committee's registration statement. Specifically, should the filing officer/records custodian redact the telephone number on the first page of the form on the basis that it was also identified as a personal telephone number on the third page, or has the committee "waived" confidentiality by including the personal telephone number on the first page?

- The WASB recommends that local filing officers **immediately** review registration statements upon receipt. If a registrant has entered the same telephone number on both page 1 and page 3 of the CF-1L form, then the filing officer should **immediately** contact the registrant for clarification. The registrant may choose to submit an amended registration statement that changes the manner in which the registrant has documented the relevant telephone number(s). If the local filing officer or the district's legal custodian of records has received an actual request to inspect or copy the registration statement and no clarification regarding the entry of personal telephone numbers is available from the registrant, then the filing officer or custodian of records may wish to seek additional guidance from the Ethics Commission or (if authorized to do so) from district legal counsel prior to responding to the request.

*Note: Any personal **email addresses** provided on the CF-1 or CF-1L form are **not** confidential under s. 11.0203(1)(bd). Therefore, if the registrant does not want to provide a personal email address that will be subject to release to the public, then the relevant individual(s) should establish and provide a different email address that is used specifically for campaign purposes.*

All School Board Candidates and Their Candidate Committees: Methods of Filing Campaign Finance Registration Statements or Amended Statements – A registration statement (or amended registration statement) is considered timely filed when the signed original is in the physical possession of the designated filing office by no later than the applicable filing deadline. However, a registration statement shall also be considered timely filed if both of the following apply:

1. A duplicate copy of the document is received by the filing officer, in its offices, by facsimile process (i.e., by the electronic transmission of a duplicate copy of a signed original) no later than the day and hour at which the document is required to be filed; and

2. The signed original of the document is either received at the filing offices with a postmark not later than the filing deadline or delivered to the filing officer not later than the filing deadline.

The burden of establishing that a duplicate copy has been received by facsimile process at the offices of the filing officer is upon the person, committee, or group that is required to file the document. *Section ETH 6.04.*

(Note: See below for information about allowable methods for filing campaign finance reports. The rules that apply to filing reports are slightly different.)

All School Board Candidates and Their Candidate Committees: Campaign Finance Reporting Obligations and the Reporting Exemption – In addition to serving as a ballot access document and as an important part of compliance with the campaign finance laws, another important function of the Campaign Finance Registration Statement is that the representations made on the statement affect the candidate committee's campaign finance reporting obligations. Specifically, on the registration statement (or on an amended statement), a candidate committee may either (1) claim the exemption from filing campaign finance reports, if otherwise eligible to do so, or (2) not claim the exemption. If a candidate committee is not eligible for the reporting exemption or otherwise chooses not to claim the reporting exemption, then the committee must file periodic campaign finance reports with the school district clerk (or the clerk's designee) as further specified in Chapter 11. The reporting obligations are summarized on the "Campaign Finance Checklist – Municipal and School District Candidates" (Form ETIS-8), as updated annually by the Wisconsin Ethics Commission. If claimed, a reporting exemption applies to campaign finance reports other than the termination report.

For purposes of eligibility for and claiming an exemption from filing campaign finance reports, a candidate committee may have no more than $2,500 in aggregate contributions, disbursements, or obligations in a calendar year. *Section 11.0104(1)(a)*. As an example, if a candidate committee receives $2,000 in contributions and disperses $501 in campaign expenditures within a single calendar year, then the committee has aggregate financial activity (i.e., $2,501) that exceeds the exemption-eligibility threshold. Therefore, if the committee had initially claimed a reporting exemption, it would need to revoke the exemption as further addressed below.

If a candidate committee lawfully claims an exemption from filing campaign finance reports, the exemption applies until the committee either:

1. Alters its exemption status by filing an amended registration statement;

2. Exceeds the exemption eligibility threshold under s. 11.0104(1)(a) for aggregate financial activity in any calendar year (see below for more information);

3. Dissolves (i.e., terminates its registration), as provided in s. 11.0105; or

4. Amends its registration statement to become a state candidate committee (which is not a very common process).

Sections 11.0104(1)(c), 11.0104(2), and 11.0104(3). The ongoing validity of a previously claimed reporting exemption does not exempt an incumbent board member from the requirement of filing a timely amended registration statement in connection with a bid for re-election (see above). Also, as previously mentioned above, an exemption applies only to reports other than the termination report.

Significantly:

1. All registered candidate committees, including those committees that have claimed a reporting exemption, have an ongoing obligation to maintain adequate records of their financial activities. That is, claiming an exemption from reporting does **not** relieve a committee from tracking all of the committee's financial activity in a manner that meets the requirements of the campaign finance laws. As further covered below, a committee's records retention obligations often extend to periods after the date that the committee has filed a termination report.

2. All registered candidate committees are eventually required to terminate their registration.

3. Claiming an exemption from filing periodic reports does not give individual financial transactions a "permanent" exemption from reporting. Rather it should be viewed as **an exemption from filing periodic campaign finance reports during the period that the committee is eligible for the exemption** (excluding any period covered by a termination reports). For certain individual transactions, this means that claiming an "exemption" may be more like *delaying* the reporting obligation *until termination*. For more information on termination, see the subsections below with the headings *All School Board Candidates and Their Candidate Committees: Contribution Limits, Recordkeeping, and Attribution Statements* (page 12) and *All School Board Candidates and Their Candidate Committees: Terminating Registration* (pages 13-15).

All School Board Candidates and Their Candidate Committees: Methods of Filing Campaign Finance Reports – Under s. ETH 6.04(2), a campaign finance report may be filed:

1. Via the U.S. mail. If delivered by U.S. mail, a report is considered filed with the local filing officer when the report is postmarked. In other words, the candidate committee is not required to also electronically transmit a duplicate copy of the report. The postmark date alone is sufficient.

2. By a method other than U.S. mail (e.g., by in-person delivery), except **not** by "facsimile process."

    a. The rules of the Ethics Commission expressly state that a campaign finance report "may **not** be filed with … a local filing officer by facsimile process," where "facsimile process" means "the electronic transmission of a duplicate copy of a signed original document." *Section ETH 6.04(2).*

    b. If **not** delivered via U.S. mail, then campaign finance reports are considered filed with the local filing officer when the report is actually received in the local filing officer's offices.

If a school district needs more information or has any questions about the allowable methods of filing campaign finance reports, the local filing officer or a designee should consider contacting the Wisconsin Ethics Commission.

All School Board Candidates and Their Candidate Committees: Revoking or Losing a Campaign Finance Reporting Exemption (if applicable) –

1. *Revocation of the exemption in anticipation of future financial activity (i.e., aggregate financial activity for the calendar year is currently still below the exemption threshold).* A candidate committee that initially claimed a reporting exemption may determine that the committee expects or is highly likely to exceed the reporting exemption threshold for an applicable calendar year and, therefore, proactively change their exemption status prior to the date that the committee actually exceeds the $2,500 threshold. This can be accomplished by filing an amended Campaign Finance Registration Statement that changes the committee's exemption status. If revoked in this manner, the committee shall comply with the reporting requirements applicable to the committee as of the date of revocation. *Sections 11.0104(2) and 11.0104(3).*

2. *Loss of exemption eligibility due to committee financial activity other than an unanticipated contribution.* A reporting exemption that a candidate committee previously claimed on a registration statement no longer applies if the committee exceeds the $2,500 threshold for aggregate financial activity within a calendar year. *(Note: The receipt of an "unanticipated contribution" that causes a committee to exceed the threshold is a special case that is addressed in the next paragraph.)* The September 2023 edition of the Ethics Commission's *Campaign Finance Overview: Local Candidate Committees* manual states that, upon exceeding the exemption limit, "An amendment to the registration statement must be filed with the appropriate filing officer immediately." *(Note: Although the meaning of "immediately" is arguably ambiguous in this context, it might mean filing an amended registration no later than 10 days after the occurrence of the activity that caused the loss of the exemption, per s. 11.0203(3)(a).)* Further, upon the loss of the exemption, the committee is required to file campaign finance reports beginning with the next regular report due after the earlier of either the date that the amended registration was filed or the date that the committee exceeded $2,500 in aggregate contributions, disbursements, or obligations. *Section 11.0104(3).*

3. *Options when the receipt of an unanticipated contribution causes the committee to exceed the reporting exemption eligibility threshold.* If a candidate committee claims the exemption and then receives an unanticipated contribution that results in the committee exceeding the $2,500 threshold in aggregate contributions, disbursements and obligations, the committee must either: (1) immediately file an amended registration statement revoking the exemption (and meet other related requirements), or (2) within 15 days of receipt of the contribution, return the contribution or donate the contribution to the common school fund or to a charitable organization. *Section 11.0104(5).*

All School Board Candidates and Their Candidate Committees: Contribution Limits, Recordkeeping, and Attribution Statements – All registered candidate committees (including those who are eligible for and who have claimed a reporting exemption) must adhere to the general limits that apply to contributions from specific sources, as further specified in Chapter 11 of the state statutes. For example, except for the candidate's own contributions to his or her own candidate committee (which are not limited but do count toward the $2,500 threshold for claiming a reporting exemption), there is a limit on the amount/value of any contribution that a school board candidate (whether exempt from reporting or not) may lawfully accept from any individual donor. Specifically, an individual may contribute to a school board candidate committee no more than the greater of $500 or $0.02 times the number of inhabitants of the district as certified by the filing officer, but never more than $6,000. *Section 11.1101(1)(h).*

Following the 2020 federal census, the staff at the Wisconsin Ethics Commission provided the WASB with a spreadsheet, based on the results of the census, that shows each district's total population and calculates the limits that apply to (1) contributions from any individual or from another candidate committee; or (2) contributions from a political action committee. The Ethics Commission's census data is posted on the WASB website. Please note the following:

1. Because the relevant formulas are subject to both a minimum floor and a maximum ceiling, all school districts except for the 71 largest school districts actually have the same candidate contribution limits. However, once a school district has a total population of more than 20,000 people, the formulas start to yield district-specific results for one or both of the contribution limits shown in the table.

2. Unless the legislature amends the campaign finance laws, it is probable that the 2020 census data will be used to determine the applicable campaign contribution limits until the results of the 2030 census are available.

It is also very important for all registered candidate committees to understand that claiming an exemption from filing reports (when eligible to do so) does not relieve the candidate or his/her candidate committee from other obligations imposed by the campaign finance laws. For example, **even committees that are exempt** from filing periodic campaign finance reports must:

1. Track and keep adequate records of all receipts, disbursements, and obligations (e.g., loans). The general rule is that the committee treasurer (or the candidate if the candidate is serving as the treasurer) is required to maintain the records of the candidate committee in an organized and legible manner for not less than 3 years after June 30 of the election year to which the records relate. *Sections 11.0201(4) and 11.1103*.

2. Include "paid for by" attribution statements on applicable campaign materials. *Section 11.1303 and Section ETH 1.96*.

All School Board Candidates and Their Candidate Committees: Terminating Registration – All committees that dissolve or that determine that obligations will no longer be incurred, disbursements made, or contributions received—including exempt committees—must eventually file a termination report to end their registration and discontinue their reporting obligations. Termination reports are filed with the school district clerk or the clerk's designee and must (1) show a final cash balance of zero; (2) include the information required to be reported by that committee on its continuing reports; and (3) identify the manner in which any residual funds were disposed. *Section 11.0105*. Residual funds may be used for any purpose that is not for any individual's strictly personal use and that is not prohibited by law. For example, residual funds may be transferred to another registrant within permitted contribution limits, returned to donors in an amount not exceeding the original contribution, or donated to a charitable organization or the common school fund. *Sections 11.0105(3).and 11.1208(2)(a).*

The following additional requirements and restrictions are stated in the campaign finance laws regarding termination reports:

1. A person who is a candidate by virtue of holding a local office must remain registered under the campaign finance laws. *Sections 11.0101(1) and 11.0202(1). (Note: This means that incumbent board members who are continuing in office and candidates who take office after prevailing in an election do not file termination reports during their term of office. In contrast, termination reports may be filed by the committees of candidates who lost the election or the committees of school board members who have reached the end of their term of office without obtaining an additional term of office.)*

2. In no case may a candidate committee file a termination report covering any period ending sooner than the date of the election in which the candidate committee is participating. *Section 11.0105(1)(b).*

If a registered committee does not file a termination report and has not properly claimed an exemption from filing campaign finance reports, then the committee both remains registered and must continue to file timely campaign finance reports with the clerk.

In addition, if a candidate committee decides to remain registered for the purpose of receiving

contributions, making disbursements, or incurring obligations in connection with a future election, then the committee (regardless of whether it is claiming a reporting exemption) has an obligation to amend their registration on a timely basis to expressly indicate the office being sought and the date of such future election.

In the September 2023 edition of the *Campaign Finance Overview: Local Candidate Committees* manual and in the instructions to the applicable forms, the Ethics Commission provides the following additional guidance and interpretations related to termination reports:

- All candidate committees, including committees that have claimed a reporting exemption, that wish to terminate (i.e., dissolve) are required to file a termination report. Terminating registration normally involves submitting **both** a completed campaign finance report marked as a "termination report" (i.e., Form CF-2L) **and** a completed request for termination (i.e., Form CF-13).

- If a candidate committee holding a reporting exemption wishes to terminate (e.g., because the registrant lost the election and presently has no plans to run again in the future or because the registrant is an incumbent who has completed his or her final term of office), they must file Form CF-13 and a termination report (Form CF-2L) documenting "all contributions and all disbursements [if any] **for the calendar year**" (per page 16 of the September 2023 *Campaign Finance Overview* manual).

- When a non-exempt candidate committee files for termination, the committee must file form CF-13 and a termination report (Form CF-2L) documenting any committee financial transactions that occurred since the reporting period covered by the committee's most recent report.

The Ethics Commission guidance summarized immediately above indicates that, under s. 11.0105: (1) the date on which a termination report is filed can affect the required content of the termination report, and (2) both non-exempt and exempt committees can sometimes have an obligation to report certain previous financial activity (e.g., certain contributions, obligations, and disbursement) as part of filing their termination report. In such cases, the committee needs to attach a completed campaign finance report that covers the relevant reporting period to the CF-13 Termination Request form. Candidate committees that have questions about the required content of their termination report should refer to guidance provided by the Ethics Commission and, if necessary, contact the Ethics Commission directly for additional clarification that addresses the committee's specific facts and circumstances.

Although not expressly required by state law, it is highly recommended for the school board clerk or a designee acting on behalf of the clerk to confirm to the committee in writing (i.e., to the candidate and to any separate committee treasurer) that the committee has successfully terminated its registration, subject to any possible subsequent review or determination by the Ethics Commission or the courts.

All School Board Candidates and Their Candidate Committees: Dormant or "Zombie" Committees – Former school board members and former candidates who have a candidate committee that is registered under the campaign finance laws sometimes neglect their responsibility to terminate the registration and sometimes also stop communicating with the filing officer. These dormant committees are sometimes informally referred to as "zombie" committees.

Nearly all candidate committees that turn into "zombie" committees are committees that have claimed an exemption from filing campaign finance reports. Fortunately, state law authorizes local filing officers to administratively terminate the registration of an exempt "zombie" committee under limited circumstances. *Section 11.1305(1)*. Specifically, a local filing officer may terminate a registrant under s. 11.1305(1) if all of the following apply:

1. The registrant has been **exempt** from filing campaign reports for more than 3 years.

2. The registrant has **not** held an elective office during the 3 years prior to the proposed termination.

3. The registrant has **not** filed a new or amended registration statement during the 3 years prior to the proposed termination.

4. The filing officer, **after** the registrant has been exempt for more than 3 years, has attempted to contact the registrant using the contact information specified on the registrant's most current registration statement, and the registrant has **not** responded within 60 days.

(Note: The Ethics Commission has separate authority to administratively suspend and terminate an exempt registrant. It is unclear whether the Ethics Commission would exercise its authority to terminate an exempt registrant that is registered with a local filing officer.)

If a **non-exempt** committee fails to appropriately terminate the committee's registration and stops filing the required periodic campaign finance reports, the filing officer is required to notify both the committee and the Ethics Commission of the committee's non-compliance with filing deadlines. *Section 11.0102(3)*. The Ethics Commission may take action to administratively suspend the committee's registration, and the Ethics Commission or a district attorney make take other enforcement action. *Sections 11.1305(2) through (5)*. However, a local filing officer has no authority to administratively suspend or terminate the registration of a **non-exempt** committee.

Additional Campaign Finance Resources – A complete overview of Wisconsin campaign finance law is beyond the scope of this publication. However, school district clerks and any district employees who are assisting the clerk should familiarize themselves with all of the following:

- Subchapters I, II, VIII, XI, XII, XIII and XIV of Ch. 11 of the state statutes (including particularly the campaign-finance-related duties of the local filing officer, as specified in s. 11.0102(3));

- The campaign-finance-related forms identified in Part III of this publication (including especially the CF-1L and CF-1) and their related instructions;

- The content of the most-current version of the *Campaign Finance Overview: Local Candidate Committees* manual, as published by the Ethics Commission;

- The administrative rules promulgated by the Ethics Commission, especially Chapter ETH 1 and Chapter ETH 6; and

- Additional guidance and other information found on the Ethics Commission's website.

If any candidate or candidate committee presents complex questions about the proper interpretation or

application of the campaign finance laws, school district filing officers are often well-advised to refer the candidate or the committee representative to the Ethics Commission or to a personal attorney.

Note: Other persons and groups, including political action committees, recall committees, and referendum committees are also subject to the campaign finance laws and may be required to file a registration statement with the school district clerk under certain circumstances. A full discussion of these other potential registrants is beyond the scope of this publication. However, it is important for school district clerks to know that Chapter 11 of the statutes sets forth registration requirements applicable to referendum committees (i.e., groups formed for the purpose of actively supporting or opposing any school district referendum). Specifically, every referendum committee that makes or accepts contributions, makes disbursements, or incurs obligations for the purpose of influencing a particular vote at a referendum in a calendar year in an aggregate amount in excess of $10,000 shall file a registration statement. A referendum committee that reaches the threshold for registration shall file the registration statement (1) before making any disbursement or incurring any obligation over the $10,000 threshold, or (2) no later than the 10th business day commencing after receipt of the first contribution that causes the committee to exceed the $10,000 threshold. Sections 11.0101(28) and 11.0802.

IMPORTANT NOTICE REGARDING THE CAMPAIGN FINANCE LAWS AND PROCEDURES:

Effective December 1, 2027, school board candidates will file campaign finance registration statements and campaign finance reports with the Wisconsin Ethics Commission. See 2025 Wisconsin Act 7 and 2023 Wisconsin Act 126. The WASB expects that the Wisconsin Ethics Commission will provide guidance regarding clerk duties during the 2027 transition period, and the WASB will report such guidance when it becomes available. The information above describes school board clerk duties and the relevant campaign finance laws, rules, and guidance that are in effect prior to December 1, 2027.

B. The Declaration of Candidacy – School District Candidates (Form EL-162sd)

Any person who wishes to run for the office of school board member and who wants their name to appear on the official ballot (including an incumbent who wishes to run for a new term) must file a completed and sworn Declaration of Candidacy (Form EL-162sd) by no later than the ballot access deadline in January. On the Declaration of Candidacy, the candidate swears to his or her eligibility to hold the local office that they are seeking, and the candidate also specifies the exact form of his or her name as he or she wishes it to appear on the official ballot. If a candidate has not filed a Campaign Finance Registration Statement by the time he or she files a Declaration of Candidacy, the candidate shall file the statement with the declaration. *Section 120.06(6)(b)5.*

Once filed, a Declaration of Candidacy may not be withdrawn. *Section 120.06(7)(a).* More generally, the filing of a nomination paper, ballot application, financial report, affidavit, or other form or statement with the appropriate official under chs. 5 to 12 of the state statutes irrevocably transfers the legal title to such official, regardless of the sufficiency of the filing. *Section 7.24.* Therefore, even if requested by the filer, a school district clerk is not permitted to return such filed records to the filer (but may, and often must, provide a copy).

In the event of a change in any of the information provided on the Declaration of Candidacy, a candidate shall file an amended declaration under oath with the school district clerk. *Section 120.06(6)(b)5.*

The Elections Commission maintains a Declaration of Candidacy form (EL-162sd) specifically for school board candidates in order to account for the application of unique language found in s. 120.06(6)(b)2 of the state statutes. Note that the link to EL-162sd is a Wisconsin Elections Commission webpage with links to both the EL-162 and EL-162sd. School board candidates are required to use the EL-162sd. Specific questions about ballot eligibility under Form EL-162sd and the Elections Commission's interpretation of s. 120.06(6)(b)2 should be directed to the commission. However, a key aspect of the commission's current interpretation of the statutes appears to be that, in order to qualify for ballot placement as a candidate for school board, an individual generally must be a qualified elector of the school district *at the time of filing* a Declaration of Candidacy. A qualified elector is defined in s. 6.02 as a U.S. citizen, 18 years of age or older, who has resided in the election district for at least 28 days before any election at which he or she offers to vote (and who is not disqualified by one or more of the impediments described in s. 6.03).

All Candidates Attempting to Qualify for the Ballot: Methods of Filing a Declaration of Candidacy – A Declaration of Candidacy is considered timely filed when the signed original is in the physical possession of the designated filing office by no later than the applicable filing deadline. However, a Declaration of Candidacy shall also be considered timely filed if **both** of the following apply:

1. A duplicate copy of the document is received by the filing officer, in its offices, by facsimile process or email process (i.e., by the electronic transmission of a duplicate copy of a signed original) no later than the day and hour at which the document is required to be filed; **and**

2. The signed original of the document is either received at the filing office with a postmark not later than the filing deadline or delivered to the filing officer not later than the filing deadline.

The burden of establishing that a duplicate copy has been received by facsimile process at the offices of the filing officer is upon the person, committee, or group that is required to file the document. *Section EL 6.04.*

Write-In Candidates and Declarations of Candidacy – Write-in candidates are not attempting to qualify to have their name included on the election ballot. Therefore, they are normally under no obligation to file a Declaration of Candidacy. However, as an exception that rarely arises in practice, the January 2021 edition of the Election Administration Manual for Wisconsin School District Clerks states, "A write-in candidate who prevails at a primary must file a Declaration of Candidacy (and CF-1 if not already filed) before the candidate's name may be placed on the election ballot."

Filing Officers: Review of the Declaration of Candidacy – According to the *Election Administration Manual for Wisconsin Municipal Clerks* published by the Elections Commission (as revised in August 2024, the declaration signed by the candidate must include the following items: (1) the candidate's name; (2) the proper title of the office the candidate is seeking, including any applicable seat information; (3) the candidate's residential address, including the address number, street, and municipality for voting; (4) the candidate's name in the form that the candidate wishes the name to appear on the ballot; and (5) the form must be either notarized or signed by a person who is authorized to administer oaths.

Filing officers (i.e., school district clerks) and persons assisting filing officers often question whether the filing officer has an obligation to conduct a criminal background check on candidates. The August 2024 edition of the *Election Administration Manual* advises as follows: "The municipal clerk

is not required to verify that every elected official or candidate for elected public office has not been convicted of a felony for which they have not been pardoned. The clerk should rely on the sworn statement of the candidate on the Declaration of Candidacy. No action should be taken unless there is evidence in the form of a sworn complaint…."

C. Nomination Papers (Form EL-169); Not Required in All Districts

In some school districts, nomination papers with a designated number of elector signatures must be filed for a candidate to qualify for placement on the ballot in a school board election. Where nomination papers are required, any qualified elector of the school district who desires to be a candidate for school board and appear on the ballot shall file nomination papers, in the form prescribed under s. 8.10, with the school district clerk at the filing location specified in the notice of election. *Sections 119.08(2) and 120.06(6)(b)2. (Note: Write-in candidates do not solicit nomination signatures or file nomination papers.)*

Nomination papers submitted for filing must be accompanied by a Declaration of Candidacy and by a Campaign Finance Registration Statement if those two other documents have not been previously filed. *Sections 8.10(5) and 11.0101(1)(a)1*. Accordingly, if nomination papers are required, nomination papers should not be submitted or accepted for filing in the absence of the other ballot access documents for that candidate. Once filed, nomination papers may not be withdrawn. *Section 120.06(7)(a)*. Nomination papers are required when any of the following applies:

	Number of Signatures (under s. 8.10(3)):
1. The candidate seeks to be elected as the at-large member of the board of school directors for Milwaukee Public Schools. *Section 119.08(2).*	Not less than 1500, nor more than 3000
2. The candidate seeks office as one of the members of the board of school directors for the Milwaukee Public Schools that are elected from election districts. *Section 119.08(2).*	Not less than 400, nor more than 800
3. The school district contains any territory lying within a 2nd class city. *Section 120.06(6)(b)2.* *(Note: Under s. 62.05, cities with a population of at least 39,000 and less than 150,000 generally constitute cities of the 2nd class, although population alone is not determinative.)*	Not less than 100, nor more than 200 (but see the exception permitted by s. 8.10(3)(km)2.)
4. The school board or the school district annual meeting in any other school district (i.e., where none of the other criteria in this list applies) has adopted a resolution requiring school board candidates to file nomination papers. *Section 120.06(6)(b)2.*	Not less than 20, nor more than 100

As the fourth criteria listed above suggests, in a school district that has no territory lying within a 2nd class city, the school board or (if applicable) the annual meeting of electors may, by resolution, either (1) require that nomination papers be filed by all candidates seeking election to the school board, or (2) rescind a previously adopted resolution that had required nomination papers. Any such resolution must be adopted no later than the last Tuesday in November in order for the resolution to apply to the school board elections occurring at the next spring election. *Sections 120.06(6)(a) and 120.06(6)(b).*

If a school district has territory lying in a 2nd class city, and that territory is less than or equal to 10 percent of the total territory of the school district, then either the annual meeting or the school board of the district may adopt a resolution to reduce the number of elector signatures that are required for the nomination of school board candidates to "not less than 20 and not more than 100" signatures. In the absence of such a resolution, candidates for school board in a school district that has any territory lying in a 2nd class city must obtain and file the signatures of not less than 100 and not more than 200 electors. *Section 8.10(3)(km)2. (Note: Section 8.10(3)(km)2 does not specify a deadline for such a resolution to be adopted by the school board or annual meeting for the resolution to apply to the next election. It is possible that a relevant deadline might be the fourth Tuesday in November, which is the latest date for the publication of the Type A Notice of Election.)*

Where nomination papers are required, the papers may not be circulated for elector signatures prior to December 1 preceding the election. *Section 8.10(2)(a).* Completed papers with a sufficient number of valid signatures must be filed by no later than the ballot access deadline (as discussed above).

In order to be timely filed, all nomination papers must be in the **physical possession** of the filing officer by the statutory deadline. The nomination papers with the **original** signatures must be filed. No photocopies, faxes, or electronic documents are permitted. *Section 120.06(6)(b); Sections EL 2.05 and EL 6.04(2).*

The Elections Commission maintains Form EL-169 for nomination papers. Only one signature per elector for the same office is valid. However, where an elector is entitled to vote for more than one candidate for the same office, a person may sign the nomination papers of as many candidates for the same office as the person is entitled to vote for at the election. In addition to his or her signature, in order for the signature to be valid, each signer of a nomination paper shall legibly print his or her name in a space provided next to his or her signature and shall list his or her municipality of residence for voting purposes, the street and number, if any, on which the signer resides, and the date of signing. *Section 8.10(4) and Section EL 2.05.*

If a person submitting nomination papers requests a filing receipt, the filing officer may use Form EL-151. Although issuing a receipt in the absence of a specific request does not appear to be mandatory, it is an advisable practice.

The process for verifying and challenging nomination papers and elector signatures is further addressed in Ch. EL 2 of the Wisconsin Administrative Code, in the *Election Administration Manual for Wisconsin Municipal Clerks*, and in other written guidance that has been issued by the Elections Commission.

School District
Election Schedule
2026 Spring Election

Part II: Key Tasks and Deadlines Organized by Date

November 25, 2025

Deadline for Publication of the "Type A" Notice of Election in Common, Union High School and Unified Districts; Provide Copy to Municipal Clerks

No later than the fourth Tuesday in November prior to the spring election, the school district clerk shall publish a Type A notice, under s. 10.01(2)(a). *Section 120.06(6)(b).* Provide a copy of this notice to the clerk of each municipality* lying wholly or partially within the school district. *Section 120.06(8)(a).*

The Type A notice must be published in a newspaper.** If the newspaper in which a school district publishes its election notices is not published on the specified deadline, state law indicates the school district clerk shall publish the Type A notice in the closest preceding issue. *Section 10.04(3)(a).* In all school districts, clerks and individuals who are assisting the clerk must additionally account for the deadline that the applicable newspaper establishes for submitting legal notices for publication in advance of the intended publication date.

The purpose of this notice is to inform the public and potential candidates of the upcoming election and of the specific offices to be elected. This notice must be entitled "Notice of Election" and include the following information: (1) the date of the election; (2) the office(s) to be elected (be sure to account for any relevant vacancies that have arisen); (3) the name(s) of the current incumbent(s); (4) the length of the term(s) and expiration date(s); (5) the beginning date for circulating nomination papers, if applicable; (6) the deadline for filing declarations of candidacy and, if applicable, nomination papers; (7) the proper location to file declarations of candidacy and, if applicable, nomination papers; (8) a statement on where to find district boundary information; and (9) the date of the primary election, should a primary be required. *Section 10.01(2)(a).*

** Note: Although there does not appear to be a legal requirement to do so, the WASB highly recommends that school districts also provide a copy of the Type A notice to the applicable county clerk(s). This will alert the county clerk(s) to the fact that you are having an election in the spring and identify the offices that are up for election, including any offices that may need to appear on the ballot outside of their normal three-year cycle due to a recent school board vacancy. Because county clerks are generally involved in ballot preparation and in the reporting of election results, it is important for county clerks to be aware of the specific school board offices to be contested at the spring election with sufficient advance notice.*

*** Note: As a legal notice, the Type A notice of election is subject to applicable provisions of Ch. 985. Under s. 985.05(1), "Posting may* ***not*** *be substituted for publication in school board elections conducted under s. 120.06 …" (Emphasis added.)*

Note: If your school district will be voting on a school district referendum at the spring primary or at the spring election, the clerk must publish a "Type A Notice of Referendum Election" on the fourth Tuesday before the election at which the referendum will be on the ballot. Section 10.06(4)(c). In 2026,

the fourth Tuesday before the spring primary is January 20. The fourth Tuesday before the spring election is March 10. The required content for a Type A notice of a referendum is different than the content listed above for school board elections. This publication does ***not*** *address all notices related to a school district referendum. For additional information about referenda, please refer to the WASB "School District Guide to Referenda" on WASB.org.*

On or About November 25, 2025

Prepare a Packet of Information for Potential Candidates

In the interest of facilitating interactions with potential candidates and fulfilling the duties of a local filing officer, including the campaign-finance-related duties specified in s. 11.0102(3), the school district clerk or a district employee assisting the clerk should prepare and make available to interested electors a packet of information for potential candidates for school board. The packet should include at least the following:

- 2026 Ballot Access Checklist for School District Candidates (Form ELIS-5)
- Campaign Finance Checklist for 2026 Municipal and School District Candidates (Form ETIS-8)
- Campaign Finance Registration Statement (Form CF-1L or Form CF-1)
- Declaration of Candidacy – School District Candidates (Form EL-162sd)
- Nomination Paper for Nonpartisan Office (Form EL-169), but include this form **only if** nomination papers are required to run for school board in the district

Such a packet for candidates may also include:

- A notice from the school board clerk that the forms prescribed by the Wisconsin Ethics Commission for the making of reports and statements under the campaign finance laws are available on the commission's website (i.e., at https://ethics.wi.gov/Pages/Resources/ResourcesOverview.aspx) and that the clerk will make copies of such forms and certain manuals prescribed by the Ethics Commission available to candidate committees at no charge upon request.
- A copy of the *Campaign Finance Overview - Local Candidate Committees* manual, as published by the Ethics Commission. *(Note: Even if this manual is not included in the packet, any candidate committee is entitled to request a copy of this manual from the local filing officer at any time, and the filing officer must provide a copy at no charge.)*
- A copy of the WASB's *Guide for Candidates* booklet.
- Any other information that the local school district may wish to provide to potential candidates for school board (e.g., a copy of the Type A notice of election, information about school board meetings, other initial orientation-type material, etc.).

November 25, 2025

Deadline to Adopt a Resolution to Require Candidates to File Nomination Papers, or to Rescind Such a Requirement (This Option Is Available Only to Common, Union High, and Unified School Districts that Have No Territory in a 2nd Class City)

In a school district which does **not** contain territory lying within a 2nd class city, the school board may, or in a common or union high school district the school board or annual meeting may, by resolution adopted no later than the last Tuesday in November preceding an election for members of the school board, require that nomination papers be filed by all candidates seeking election to the school board. If the school board or annual meeting has previously required the filing of nomination papers in such a school district, the body imposing the requirement may, by similar resolution adopted no later than the last Tuesday in November preceding an election for members of the school board, rescind the requirement. If nomination papers are required by such a resolution, then candidates must obtain and file at least 20 but no more than 100 valid signatures. *Sections 8.10(3)(ks) and 120.06(6)(a). (See Part I of this publication for more information about nomination papers.)*

On or About December 1, 2025, to January 6, 2026

Candidates Will Be Filing Ballot Access Documents

School district electors who are interested in being candidates for school board at the spring election (including incumbents) will generally be filing their ballot access documents in the period that starts on December 1 and that ends on the first Tuesday in January. As covered in greater detail in Part I of this publication, the following are considered ballot access documents:

- The Campaign Finance Registration Statement (Form CF-1L or Form CF-1)
- The Declaration of Candidacy – School District Candidates (Form EL-162sd)
- Nomination Papers (Form EL-169) with sufficient elector signatures, if nomination papers are required to run for school board in the district

Review Part I of this publication for additional important information about each of the ballot access documents, including information that helps to identify which districts require nomination papers. As also identified below, December 1 is the earliest date that nomination papers (if required) may be circulated for valid signatures.

Incumbent school board members who wish to run for another term of office are required to file ballot access documents that are specific to the 2026 spring election. In addition, **some individuals may file their Declaration of Candidacy and/or Campaign Finance Registration Statement prior to December 1.** That is not only acceptable, but it is even required in some circumstances. For example, if an elector wishes to raise or spend campaign funds prior to December 1, then the campaign finance laws generally require the elector to file a Campaign Finance Registration Statement prior to December 1.

Filing Officer Review of Campaign Finance Registration Statements

The rules of the Ethics Commission provide as follows:

(1) Any registration filed with a filing officer which is insufficient as to essential form, information or attestation shall be rejected by such officer and shall be promptly returned, if possible, to the proposed registrant indicating the nature of the insufficiency. The proposed registrant shall be informed that the attempted registration was not effective. *Section ETH 6.02(1); see also Section EL 6.02(1).*

(Note: School district filing officers should consider that the portion of s. ETH 6.02(1) that directs filing officers to return a defective registration may be inconsistent with s. 7.24 of the state statutes, which states, "The filing of a … statement with the appropriate official or agency responsible for accepting such materials under chs. 5 to 12 irrevocably transfers the legal title to such official or agency, regardless of the sufficiency of the filing. The official or agency shall retain all election materials until destruction or other disposition is authorized under s. 7.23." It may be necessary to harmonize the two provisions by returning only a copy of the insufficient registration to the proposed registrant or by obtaining other guidance from the Ethics Commission as needed.)

(2) Any registration statement filed with a filing officer which is insufficient or incomplete in some manner but substantially complies with law shall be accepted by such officer who shall then promptly notify the registrant indicating the nature of the incompletion or insufficiency. The registrant shall then have 15 days from the date of such notice to rectify the problem. If the incompletion or insufficiency is not rectified by the registrant within 15 days from the date of the notice, the registration lapses and is not effective. *Section ETH 6.02(2); see also Section EL 6.02(2).*

(3) If a filing officer receives a registration statement or amended registration statement seeking to claim the exemption from campaign finance reporting and the filing officer knows that the candidate committee is not eligible for the exemption, the filing officer shall accept the registration but notify the committee within 10 business days that it is not eligible for the exemption for that calendar year. The notice shall also indicate that the committee is required to file campaign finance reports. *Section 11.0104(1)(d).*

Eligibility for Appearance on the Ballot

The names of candidates, **including incumbents**,* who have **not** filed a timely, sworn, and otherwise sufficient Declaration of Candidacy and a timely and sufficient Campaign Finance Registration Statement shall not appear on the ballot. If nomination papers are required, filing nomination papers on a timely basis is also necessary to qualify for the ballot. *Sections 8.21, 8.30(1), 8.30(2), 8.30(4), and 120.06(6)(b); see also Section ETH 6.02.*

The school district clerk will also refuse to place a candidate's name on the ballot if: (1) the candidate's nomination papers (if required) are not sufficiently prepared, signed, and executed; or (2) the candidate would not qualify for office due to age, residence, or another impediment. Additional ineligibility criteria also apply but are unlikely to be encountered in practice. *Sections 6.02, 6.03, 8.30, and 120.06(6)(b).*

** Note: As further discussed in Part I of this publication (refer to page 5), there is an open legal question as to whether an incumbent's failure to amend their registration statement by the ballot-access deadline is, by itself, a basis for determining that the incumbent is ineligible to appear on the ballot under s. 8.30(2). Because ineligibility to appear on the ballot may be a consequence of such a failure to amend the registration, local filing officers should advise incumbents to file an amended registration statement (i.e., to update the date of the election in which the incumbent is participating and, if applicable, to update the office sought).*

December 1, 2025

First Day that Nomination Papers May Be Circulated for Signatures
(If Nomination Papers Are Required)

Nomination papers, if required, shall not be circulated earlier than December 1. *Section 8.10(2)(a). (See Part I of this publication for more information about nomination papers.)*

Note: A candidate may file their Campaign Finance Registration Statement and their Declaration of Candidacy well ahead of the December 1 deadline, even prior to the November publication of the school district's "Type A" Notice of Election. However, in school districts in which nomination signatures are required, only signatures obtained ***on or after December 1 are valid****. Therefore, it is never possible to file nomination papers (if required) prior to December 1.*

December 2, 2025

Deadline for Incumbent Board Members with Tax Years
Starting on January 1 to Refuse their 2026 Salary

A school board member may send written notification to the school district clerk and the school district treasurer that the school board member wishes to refuse to accept the salary that he or she is otherwise entitled to receive. The notification generally applies only to one taxable year at a time. A school board member may initiate or renew his or her refusal by sending a notification annually at least 30 days before the start of the school board member's next taxable year. *Sections 120.07 and 120.45.*

On or before December 26, 2025 (5 p.m.)

Incumbent Notice of Noncandidacy

No later than 5 p.m. on the 2nd Friday preceding the latest time prescribed for filing declarations of candidacy, an incumbent may file written notification with the school district clerk that the incumbent is not a candidate for reelection to his or her office. A Notification of Noncandidacy may be filed using the facsimile or email process defined under s. EL 6.04. If an incumbent fails to file this notification and does not file a Declaration of Candidacy (and, where required, nomination papers) by 5 p.m. on the ballot access deadline, then the deadline for filing the materials necessary to appear on the ballot is extended by 72 hours for all other candidates for such office. *Section 120.06(6)(b)3.; see also Form EL-163.*

Although there is no process for withdrawing a Notification of Noncandidacy once it has been filed, an incumbent who has filed a Notification of Noncandidacy is permitted to change their mind and become a candidate in the spring election. That is, such an incumbent may still choose to file timely ballot access documents or choose to run for the office as a write-in candidate.

On or before December 26, 2025

Clerk to Give Public Notice of Incumbent Noncandidacy (If Applicable)

After receipt of an incumbent's Notification of Noncandidacy (if any), the school district clerk shall provide prompt* public notice that the incumbent has filed the notification. The public notice shall be posted on the school district's Internet site or, if the school district does not maintain an Internet site, by posting notices in at least 3 different locations within the school district. *Sections 8.10(2)(am) and 120.06(6)(b)3m.*

** Note: The statutes do not further define what constitutes "prompt" public notice. Prior election event calendars maintained by Wisconsin Elections Commission have identified the date of the noncandidacy filing deadline as the deadline for providing this public notice. Subject to any additional guidance or directives from the Elections Commission, the WASB recommends giving public notice as each Notification of Noncandidacy is actually received—even if it is many days prior to the final deadline for such a filing. Using this "rolling notice" process, the notice will be current as of the December 26, 2025, filing deadline and throughout the school district's winter break. Waiting multiple days after December 26, 2025, to give this public notice would not be likely to be considered sufficiently prompt.*

On or About December 31, 2025

Notify Non-Exempt Committees of Duty to File a Continuing Report for the Period Ending December 31

Under s. 11.0102(3), local filing officers currently have all of the following duties:

(1) To notify each committee required to file campaign finance reports and statements that all necessary forms are available on the website of the Ethics Commission;

(2) To make all forms prescribed by the Ethics Commission for the making of reports and statements available, without charge, to any committee that is required to file reports or statements with the officer; and

(3) To make available to any committee that is required to file campaign finance reports, upon request and without charge, copies of any manuals that have been prescribed by the Ethics Commission under s. 11.1304(3).

In addition, current state law further provides, "Whenever a filing officer sends a form or notice of the filing requirements under this chapter to the treasurer of a candidate committee, the filing officer shall also send a notice to the candidate." *Section 11.0102(3)(c)1.*

It is unclear how often filing officers should issue such notices and whether each committee can dictate its preferred method of communication for such notices. (For example, s. 11.0203(1)(b) provides as follows with respect to candidate committees: "Unless otherwise directed by the treasurer on the registration form and except as otherwise provided in this chapter or any rule of the commission, all mailings that are required by law or by rule of the commission shall be sent to the treasurer at the treasurer's address indicated upon the form.")

Local filing officers no longer have an express statutory duty to provide campaign finance law reporting forms to each registered, non-exempt committee by first class mail for each reporting period. However, pending further guidance from the Ethics Commission on the proper interpretation and performance of the above-listed duties, local filing officers may conclude that the best method of proceeding is to contact each registered, non-exempt committee in connection with each reporting deadline to notify the committee of the applicable reporting deadlines and of the availability of the relevant forms. Particularly if such notice is sent electronically, the filing officer may even elect to include copies of the relevant forms as attachments to the communications. Such periodic communications over the course of an election cycle may be more than is minimally required, but the remainder of this publication assumes that the filing officer is taking that approach.

Note: The deadline for each non-exempt committee to file the continuing report is January 15, 2026. Filing officers should keep in mind that non-exempt candidate committees need to file a continuing report for the period ending December 31 only if the committee was registered on or before December 31. New committees that first register on or after January 1 are not required to file the continuing report in January.

January 6, 2026 (5 p.m.)

Ballot-Eligibility Deadline for Filing Declarations of Candidacy, Campaign Finance Registration Statements, and Nomination Papers (If Required)

No later than 5 p.m. on the first Tuesday in January prior to the spring election, or on the next day if Tuesday is a holiday, any qualified elector of the school district, **including incumbents,** may file a sworn Declaration of Candidacy (Form EL-162sd), Campaign Finance Registration Statement (Form CF-1L or Form CF-1), and nomination papers, where required, with the school district clerk at the place specified in the notice of the election.* *Sections 8.30 and 120.06(6)(b)*. The filing office must remain open **until 5 p.m.** to receive candidate filings on the day of the filing deadline.

IMPORTANT EXCEPTION THAT CAN EXTEND THIS DEADLINE: If an incumbent fails to file a Declaration of Candidacy and, if required, nomination papers by January 6, 2026, and if the incumbent also did not timely file a Notification of Noncandidacy, then all candidates for the office held by the incumbent, other than the incumbent, may file a Declaration of Candidacy and, if required, nomination papers no later than 72 hours after the regular deadline. If the ballot access deadline is extended under those circumstances, (1) the clerk must issue a public notice (see the next item, below); and (2) the filing office must remain open until 5 p.m. on the day of the extended filing deadline. In 2026, 72 hours after the regular deadline is 5 p.m. on Friday, January 9, 2026.

** Note: Additional information about the ballot access documents and the ballot eligibility deadline can be found in Part I of this publication.*

Note: Section 8.30(2) of the state statutes provide that the final ballot access deadline is not to be construed to exempt a candidate from applicable penalties under the campaign finance laws if he or she files a registration statement later than the time prescribed in s. 11.0202(1)(a).

Note: State law provides that the filing of a nomination paper, ballot application, financial report, affidavit, or other form or statement with the official responsible for accepting such materials irrevocably transfers the legal title to such official, regardless of the sufficiency of the filing. Section 7.24. Therefore, after submitting those documents, a candidate may not demand the return of those

documents, and the filing officer must ensure that the documents are retained for the period required by law. Further, as mentioned previously, once a person files ballot access documents that qualify the individual's name to appear on the ballot, the individual cannot withdraw his or her name from the ballot. This is true even if the person expresses his or her desire to withdraw prior to the formal ballot access deadline. Section 120.06(7)(a).

January 6, 2026

Clerk Must Give Prompt Public Notice of Any Incumbent Noncandidacy that Causes an Extension of the Ballot Eligibility Deadline (If Applicable)

As stated in the previous item, if an incumbent fails to file a Declaration of Candidacy and, if required, nomination papers by January 6, 2026, and if the incumbent also did not timely file a Notification of Noncandidacy, then all candidates for the office held by the incumbent, other than the incumbent, may file a Declaration of Candidacy and, if required, nomination papers no later than 72 hours after the regular deadline.

The school district clerk is required to provide prompt* public notice if an incumbent who did not submit a timely Notification of Noncandidacy also fails to file a Declaration of Candidacy (i.e., in effect, the requirement is to give prompt public notice of the 72-hour extension of the ballot eligibility deadline, if applicable). The public notice shall be posted on the school district's Internet site or, if the school district does not maintain an Internet site, by posting notices in at least 3 different locations within the school district. *Section 8.10(2)(am) and 120.06(6)(b)3m.*

** Note: The statutes do not further define what constitutes "prompt" public notice for this purpose. Subject to any additional guidance or directives from the Wisconsin Elections Commission, the WASB recommends giving this public notice, if applicable to the district, as soon as practicable after the regular ballot access deadline expires (e.g., via a website notice that is posted on the evening of the original ballot access deadline).*

January 9, 2026

Deadline for Filing Challenges to Nomination Papers (Assuming that Nomination Papers Are Required and that the Regular Filing Deadline Was Not Subject to an Extension)

Any challenge to the sufficiency of a candidate's nomination papers, where nomination papers are required, must be made by verified complaint and must be filed with the appropriate filing officer (in this case with the school district clerk) within 3 calendar days after the filing deadline for the challenged nomination papers. The challenge must be established by affidavit, or by other supporting evidence, demonstrating a failure to comply with statutory or other legal requirements. *Section 8.07 and Section EL 2.07.*

The form of the complaint and its filing must comply with the requirements of Ch. EL 20 of the Wisconsin Administrative Code. The complainant shall file both an original and a copy of the challenge at the time of filing the complaint; however, the failure of the complainant to provide the filing officer with a copy of the challenge complaint will not invalidate the challenge complaint. The filing officer shall make arrangements to have a copy of the challenge delivered to the challenged

candidate within 24 hours of the filing of the challenge complaint. The filing officer may impose a fee for the cost of photocopying the challenge and for the cost of delivery of the challenge to the respondent. *Section EL 2.07*

The response to a challenge to nomination papers must be filed, by the candidate being challenged, within 3 calendar days of the filing of the challenge and must be verified. *Section EL 2.07.*

After the deadline for filing a response to a challenge, but not later than the date for certifying candidates to the ballot, the local filing officer shall decide the challenge with or without a hearing. *Section EL 2.07*.

Note: In the event there is a formal legal challenge to a potential candidate's eligibility to appear on the ballot that extends beyond the filing officer's initial determination of the issue, it is helpful for the school district clerk to notify the relevant county clerk(s) that the final determinations of ballot eligibility and the candidates' ballot order may be delayed until the challenge is resolved.

January 13, 2026

Deadline for Verification and Certification of Ballot Eligibility and Determination of Need for a Primary Election

No later than 5 p.m. on the 2nd Tuesday in January, the school district clerk shall verify the declarations of candidacy and certify the names of the candidates who have filed valid nomination papers, where required, and who qualify for office. In making such verifications or certifications,* the school district clerk shall designate the form of each candidate's name to appear on the ballot in the manner prescribed in s. 7.08(2)(a). *Section 120.06(7)(a).*

For additional information about situations in which an individual may not be certified to appear on the ballot, see Part I of this publication, the item above titled, *Eligibility for Appearance on the Ballot* (page 23), and s. 8.30.

** Note: After conducting the drawing of lots for ballot order (see below), school district clerks should use form EL-405 (Certificate of Nomination) to certify to the appropriate county clerk(s) the names of ballot-eligible candidates and the order in which candidates will appear on the ballot.*

When a Primary Election Is Required

The school board shall require a primary election if there are more than 2 candidates for any seat on a 3-member board or more than twice as many candidates as there are members to be elected to an unnumbered school board of more than 3 members. In school districts in which a plan of apportionment of school board members under s. 120.02(2), an apportionment plan that apportions the territory of the school district into election districts under s. 120.42(1m), or a plan for election of school board members to numbered seats has been adopted, the school board shall require a primary election for particular apportioned areas for which there are more than twice as many candidates as there are members to be elected and for any numbered seat for which there are more than 2 candidates. When there is a primary election, it shall be held in conjunction with the spring primary. *Section 120.06(7)(b).*

Notice to Municipal Clerks of Primary Election (If Applicable)

The school district clerk must notify the municipal clerk of each municipality lying wholly or partially within the school district of the primary election, if one is to be held, and furnish such clerks with a copy of the notice of the school board election. *Section 120.06(8)(a)*.

January 13, 2026

Drawing of Lots for Ballot Order for Placement on the Spring Primary Ballot or, Where No Primary Is Required, for Placement on the Spring Election Ballot

No later than the 2nd Tuesday in January, or the next day if the first Tuesday is a holiday, the school district clerk shall determine the order in which the names of candidates shall appear on the ballot by supervising the drawing of lots for placement on the spring primary ballot, or, where no primary is required, for placement on the spring election ballot. *Sections 5.58(1g)(c), 5.60(4)(c), and 120.06(8)(b)*.

As further covered in a subsequent item below, for those offices requiring a primary, the names of the winners of the primary election will be redrawn in a similar fashion after the primary to determine the order of placement on the spring election ballot.

Note: School district clerks are not required to publish or post a public notice of the drawing of lots for ballot order. However, the drawing should be considered to occur "in public," and a candidate's request to attend and witness the drawing should not be denied. The clerk should keep a record of the procedures followed during the drawing. The drawing is to be random. Therefore, it would be inappropriate to, for example, simply put candidates' names in alphabetical order (unless they are randomly drawn in that order). See pages 31-32 of the Election Administration Manual for Wisconsin Municipal Clerks for more information on procedures to be used in the drawing of lots for ballot order placement.

Once the time for challenging a candidate's eligibility to appear on the ballot has passed and the eligible candidates and the ballot order are known, the school district clerk is required to transmit a list of certified candidates to the relevant county clerk(s) using the EL-405 (Certificate of Nomination) form. It is recommended that the school district clerk also send the county clerk(s) a copy of each candidate's Declaration of Candidacy (Form EL-162sd). Providing this information to the county clerk(s) will help ensure that the candidates' names appear on the ballot correctly.

January 15, 2026

Deadline for Non-Exempt Committees to File January Continuing Campaign Finance Report

All candidate committees that were registered under the campaign finance laws as of December 31, 2025, and that did not claim an exemption from filing campaign finance reports for the reporting period ending on December 31 must file the campaign finance report required under s. 11.0204.* The report must be filed with the school district clerk no earlier than January 1 and no later than January 15. The report must include each contribution received, disbursement made, or obligation incurred during the reporting period, through December 31. *Sections 11.0103(3) and 11.0204*.

** Note: This includes but is not limited to any non-exempt school board member who was serving on the school board as of December 31, regardless of whether such board member is running for office in the upcoming spring election. All actively serving board members must remain registered and, unless exempt, must file applicable periodic reports under the campaign finance laws throughout their term of office.*

January 16, 2026

Duties of Clerk Regarding Campaign Finance Reports that Have Been Filed or that Are Delinquent

The school district clerk, as the local filing officer, shall:

(1) Develop a filing, coding, and cross-indexing system consonant with the purposes of the campaign finance laws and the filing officer's statutory duties.

(2) Compile and maintain on an electronic system a current list of all reports and statements received by or required of and pertaining to each registered committee. *(Note: When this requirement first became law in 2015, the former Government Accountability Board issued guidance indicating that an electronic spreadsheet or word processing file would be a sufficient "electronic system." The WASB is not aware of any subsequent or different guidance related to this requirement.)*

(3) Determine whether each report or statement required to be filed has been filed in the form and by the time prescribed by law, and whether it conforms on its face to the requirements set forth in applicable law.

(4) Immediately send to any committee that is delinquent in filing, or that has filed otherwise than in the proper form, a notice that the committee has failed to comply. Whenever a candidate committee has appointed an individual other than the candidate as campaign treasurer, the filing officer shall send the notice to both the candidate and the treasurer of the candidate committee.

(5) Notify the Ethics Commission, in writing, of any facts within the filing officer's knowledge or evidence in the officer's possession, including errors or discrepancies in reports or statements and delinquencies in filing which may be grounds for civil action or criminal prosecution. The Ethics Commission has created a form (CF-30) for local filing officers to use to provide such notice. The commission may, at its discretion, transmit a copy of the notification received from the local filing officer to the district attorney.

(6) Make available a list of delinquents for public inspection.

(7) Make the reports and statements filed with the officer available for public inspection and copying, commencing as soon as practicable but not later than the end of the 2nd day following the day during which they are received.

(8) Upon the request of any person, permit copying of campaign finance reports or registration statements that have been filed with the officer.

Section 11.0102(3).

On or Before January 26, 2026

Provide Municipal Clerk(s) with Ballots for Primary Election
(If a Primary Is Held and if Separate Paper Ballots Are Utilized)

Where paper ballots prepared by the school district are utilized at a spring primary election or spring election,* the school district clerk shall provide the municipal clerk(s) with an adequate supply of ballots at least 22 days before the election. *Sections 5.58(1g) and 120.06(8)(d).*

The reason for this deadline is that ballots must be available for absentee voting beginning no later than the 21st day before the spring primary (if a primary is required). *Section 7.15(1)(cm).*

** Note: County clerks will prepare and print consolidated, machine-readable ballots for school board elections in most school districts. Section 5.655. However, particularly if a school board election or a school district referendum is the only item being contested at the spring primary or if the school district customarily prints paper ballots for its school board elections, the school district should contact the relevant county and municipal clerks to confirm the procedure for ballot preparation, printing, and delivery.*

January 27, 2026

Deadline for Filing Petition to Change Number, Apportionment, or
Election of School Board Members in Unified School Districts

At least 70 days prior to the election of school board members in a **unified** school district, a petition may be filed with the school district clerk requesting a change in the number of school board members, the establishment of a plan of apportionment, or a plan for election to numbered seats. *Sections 120.02 and 120.41(2).*

On or About February 2, 2026

Notify Non-Exempt Committees of Duty to File a Preprimary Campaign
Finance Report (If a Primary Election Is Held)

When a primary election is being held for one or more school board offices, each candidate committee that is not exempt from filing campaign finance reports and that is participating in the primary election must file a preprimary campaign finance report no earlier than 14 days and no later than 8 days preceding the primary. *Sections 11.0103(3) and 11.0204.*

Local filing officers no longer have an express statutory duty to provide campaign finance law reporting forms to each registered, non-exempt committee by first class mail for each reporting period. However, in light of the filing officer duties that are specified in s. 11.0102(3)* and pending further guidance from the Ethics Commission on the proper interpretation and performance of those duties, local filing officers may conclude that the best method of proceeding is to contact each registered, non-exempt committee in connection with each reporting deadline to notify the committee of the applicable reporting deadlines and of the availability of the relevant forms. Particularly if such notice is sent electronically, the filing officer may even elect to include copies of the relevant forms as attachments to the communications. Such periodic communications over the course of the year may be more than is

minimally required, but the remainder of this publication assumes that the filing officer is taking that approach.

** Note: Refer to the item above titled, "Notify Non-Exempt Committees of Duty to File a Continuing Report for the Period Ending December 31," on pages 25-26 of this publication for a list of the relevant duties.*

February 3 to February 9, 2026

Deadline for Non-Exempt Committees to File a Preprimary Election Campaign Finance Report (If a Primary Election Is Held)

When a primary election is being held for one or more school board offices, each candidate committee that is not exempt from filing campaign finance reports and that is participating in the primary election must file a preprimary election campaign finance report no earlier than 14 days and no later than 8 days preceding the primary. *Section 11.0204*.

The report shall begin with the first contribution received, disbursement made, or obligation incurred during the reporting period, and shall include all contributions received, disbursements made, and obligations incurred as of the end of the 15th day preceding the primary election. *Section 11.0103(3)*.

February 10, 2026

Duties of Clerk Regarding Campaign Finance Reports that Have Been Filed or that Are Delinquent (If a Primary Election is Held)

Note: For a list of the relevant duties, refer to the section, Duties of Clerk Regarding Campaign Finance Reports that Have Been Filed or that Are Delinquent, see page 30. See also s. 11.0102(3) of the state statutes.

February 13, 2026 (12:00 p.m.)

Write-in Candidate Registration Deadline for the Primary Election (If a Primary Election Is Held)

If at least one candidate has been certified to appear on the ballot for the office sought by a write-in candidate, and provided that no candidate who has been certified to appear on the ballot dies before the election, then write-in votes may only be counted if the write-in candidate has filed a Campaign Finance Registration Statement under s. 11.0202(1)(a) by no later than noon on the Friday immediately preceding the election. *Section 7.50(2)(em)*. When multiple school board seats are part of a single ballot contest (e.g., when the "top two," "top three," etc. finishers in the ballot contest will each receive a seat as winners of the election), having *at least one certified candidate on the ballot for the office* means that there are at least as many ballot-certified candidates as there are actual seats/offices available in the relevant ballot contest.

However, if no candidates have been certified to appear on the ballot for the office in question, or if a candidate who was certified to appear on the ballot dies before the election, then all write-in votes shall be counted, regardless of whether the person receiving votes filed a registration statement. *Section 7.50(2)(em)*.

Note: Regardless of this registration deadline that can determine whether a write-in candidate's votes will actually be counted, if a person who is seeking write-in votes becomes a "candidate" as defined under Ch. 11 (e.g., by virtue of receiving a contribution, making a disbursement, or giving consent for another person to receive a contribution or make a disbursement in order to bring about the individual's election to office), the campaign finance laws separately require the person to file a Campaign Finance Registration Statement at that time.

Provide Names of Registered Write-in Candidates (If Any) to the Municipal Clerks

The school district filing officer or his or her designee should send the names of all registered write-in candidates to all applicable municipal clerks. While there is no express requirement that school district clerks notify applicable municipal clerks of registered write-in candidates, the Wisconsin Elections Commission's *Election Day Manual*, at pages 25-26 of the 2024 edition, directs municipal clerks to provide a list of registered write-in candidates to election inspectors. That list will be incomplete if school district clerks fail to inform municipal clerks of registered school board write-in candidates.

On or Before February 16, 2026

Choose Board of Canvassers (If a Primary Election Is Held)

The school district clerk shall appoint two qualified electors **prior to the date of the election** being canvassed who shall, with the school district clerk, constitute the school district board of canvassers. If the school district clerk is a candidate at the election being canvassed, the other two members of the board of canvassers shall designate* a third member to serve in lieu of the clerk for that election. The school district clerk shall appoint a member to fill any other temporary vacancy on the board of canvassers. *Section 7.53(3).*

The Elections Commission advises that appointed members of the board of canvassers are required to take and file an oath of office prior to undertaking any duties as an election official. (Form EL-154 may be used.)

** Note: When it is necessary for the two other appointed members of the board of canvassers to designate a third member to serve in place of the clerk, the clerk and any district staff assisting with the election should consider the following:*

- *Section 7.53(3) leaves ambiguity on the timing of the designation of the third member. The WASB believes the best practice is to make the appointment **before** the actual canvass due to the need to take the oath and other logistical issues. However, if necessary, it might also be acceptable to make the appointment as the first item of business on the meeting agenda on the day of the actual canvass. Districts may wish to consult with district legal counsel for more guidance.*
- *Regardless of when the two members act to designate a third member, the Wisconsin Open Meetings Law likely applies to any official action taken by the two appointees, since two members constitute a quorum of the board of canvassers. Therefore, there should be public notice of a meeting that includes the posted subject matter of "designating/appointing a member of the board of canvassers." The designation should occur at such meeting, and there should be a record (minutes) of the decision.*

Note: If a school district needs to establish a board of canvassers for the spring primary, the appointments can encompass both the primary election and the spring election in April.

Note: Regarding the board of canvassers, see also the additional notes under "Choose Board of Canvassers" on pages 40-41 that address (1) compensation for members of the board of canvassers; and (2) requests by current and former election officials for confidentiality of their personally identifiable information.

Note: In a 1st class city school district—i.e., the Milwaukee Public Schools—the municipal board of canvassers or election commissioners shall determine the results of school district elections and referenda and shall file a written statement and determination of the results for each election and referendum in the office of the city clerk or board of election commissioners. Section 7.53(3)(b).

February 16*, 2026

Newspaper Publication of Notice of Primary
(If a Primary Election Is Held)

The clerk shall publish a Class 1 notice, in accordance with Ch. 985, on the Monday before the primary election. If, due to the method of delivering newspapers in the school district, the school district clerk determines that more effective notice will be provided by publication at an earlier date, the school district clerk may publish the notice no earlier than three days before the primary. In addition, if publication is made in a newspaper which does not publish on Monday, publication shall be made on the closest preceding day on which the newspaper publishes.

The notice shall contain the following information:

(1) The date of the election;

(2) The names of all candidates in the order in which they are listed on the ballot;

(3) The location and open hours of polling places and a designation of which persons should vote at each polling place; and

(4) A facsimile ballot and the relevant portions of the voting instructions under s. 10.02(3).

Section 120.06(8)(c); see also Sections 10.01(2)(b) and 10.01(2)(d).

Provide a copy of this notice to the clerk of each municipality lying wholly or partially within the school district. *Section 120.06(8)(a).*

** Note: Newspaper operational deadlines will likely require the clerk or the clerk's designee to contact the newspaper and provide the newspaper with the text of the notice well before February 16, 2026.*

February 17, 2026

Spring Primary Election

The spring primary is held on the third Tuesday in February. *Section 5.02(22).*

On or About February 17, 2026

Issue Open Meetings Law Notice of the Meeting(s) of the Board of Canvassers
(If a Primary Election Is Held)

A formal opinion of the Attorney General of Wisconsin states that a duly selected and convened board of canvassers constitutes a governmental body for the purposes of the open meetings law. As such, meetings of the board of canvassers to canvass the primary election are subject to the notice provisions and open session requirements of the open meetings law. Public notice of the meeting(s) generally must be given at least 24 hours prior to the start of the meeting. *Sections 19.83 and 19.84.*

Note: If the two appointed members of the board of canvassers need to designate a third member to serve in place of the clerk when the clerk is a candidate in the election, the school district may also need to issue an Open Meetings Law notice of a meeting of the board of canvassers that includes that subject matter. The Open Meetings Law likely applies to any official action taken by the two appointees, as two members constitute a quorum of the board of canvassers.

On or About February 18, 2026

Receipt of Election Materials and Other Related Duties
(If a Primary Election Was Held)

After the primary election, the school district clerk shall receive all election materials from municipal clerk(s), including ballots (after they have been counted, reported, and secured) **if** the school district election ballots are separate. *Sections 7.51(5)(b) and 120.06(8)(e).* The municipal clerks are generally required to deliver these materials by no later than 4 p.m. on the day after the election. *Sections 7.51(5)(b) and 7.53(3)(a).* Once in possession of the materials, the school district clerk is obligated to retain and later supervise the destruction of the election materials from the primary and from the spring election, pursuant to s. 7.23, insofar as applicable. *Section 120.06(8)(g).*

The receipt of the materials will enable the school district clerk to ensure that the election is properly canvassed, that any recount is conducted as required by law, and that other related duties are performed. *Sections 7.53(3), 120.06(8)(f), 120.06(8)(h), and 120.06(14).*

On or About February 18 to 24, 2026*

Canvass of Election Returns and Written Determination of Primary Results
(If a Primary Election Was Held)

The Elections Commission advises that appointed members of the board of canvassers are required to take and file an oath of office prior to undertaking any duties as an election official. The school district clerk or any notary may administer the oath, and Form EL-154 may be used.

The board of canvassers shall prepare a written statement showing the numbers of votes cast for each person, for each office, and for and against each question, and shall prepare a determination showing the names of the persons who have won nomination to the school board and the results of any school district referendum. Each statement and determination shall be attested by each of the canvassers, and the statement and determination shall be filed in the school district office. *Sections 7.53(3)(a) and 120.06(14).*

The board of canvassers must wait to begin its work until after the municipal clerk(s) have delivered the tally sheets, inspectors' statements, ballots, and applicable envelopes and materials to the school district clerk. The municipal clerks are generally required to deliver these materials by no later than 4 p.m. on the day after the election. *Sections 7.51(5)(b) and 7.53(3)(a).*

The latest possible date and time that the canvass may commence is 9 a.m. on the Tuesday after the election. *Section 7.53(3)(a).*

Once the canvassing of the election begins, it is to continue, without adjournment, until it is completed. However, as an exception to this rule, if the board of canvassers has met before 4 p.m. on the Monday after the election and thereafter receives amended statements, tally sheets, and lists from a municipal clerk for provisional ballots** that are eligible to be counted under s. 6.97(4), then the board of canvassers must reconvene no later than 9 a.m. on the Tuesday after the election and adjust the returns accordingly. *Sections 7.51(5)(b) and 7.53(3)(a).*

In all cases, the board of canvassers must complete the canvass and prepare its statements and determinations no later than 4 p.m. on the Tuesday after the election. *Section 7.53(3)(a).*

** Note: Due to the statutory timing of the canvassing, this section indicates an approximate timeline for conducting the canvass. The ending date of the canvass will determine the timeline for recount requests (see below).*

*** Note: Districts are encouraged to carefully review s. 7.53(3)(a) of the state statutes. In order to be certain that the board of canvassers will avoid the need to reconvene to adjust the returns to account for provisional ballots, as further described in the above paragraph, the meeting of the board of canvassers would have to be scheduled to begin either: (1) at 4 p.m. or later on the Monday after the election; or (2) at 9 a.m. or earlier on the Tuesday after the election. When scheduling the meeting of the board of canvassers, school district clerks are encouraged to coordinate with the applicable municipal clerks regarding any outstanding provisional ballots that are eligible to be counted under s. 6.97(4).*

Note: Section 7.03 of the state statutes provides guidance on the compensation of election officials, but the statute does not directly address whether the members of a school district board of canvassers are required to be compensated for their services. Until there is greater clarity, a conservative approach would be to either (1) pay the members of the board of canvassers a reasonable daily or hourly rate, or (2) secure a written declination of such compensation from any canvasser who chooses to volunteer his or her services.

On or About February 18 to February 27, 2026

Recount Request May Be Filed (If a Primary Election Was Held)

Any candidate voted for at any election who meets the definition of an "aggrieved party"* under s. 9.01(1)(a)5 may request a recount. The petitioner shall file a verified petition, or petitions accompanied by the fee prescribed by law, if any, with the school district clerk not earlier than the time of completion of the canvass and not later than 5 p.m. on the third business day following the last meeting day of the board of canvassers determining the election for that office. *Section 9.01(1)(a).*

** Note: An "aggrieved party" eligible to file a recount petition is a candidate who trails the leading candidate by no more than 40 votes in elections at which 4,000 or fewer votes were cast or by no more*

than 1% of the total votes cast for the office in elections at which more than 4,000 votes were cast. Section 9.01(1)(a)5. The "leading candidate" includes every individual whose vote total at the time of the filing of the recount petition would entitle the individual to election or nomination to office. In an election in which more than one office of the same type is to be filled from the same territory, the number and percentage of votes cast shall be determined by first dividing the total number of votes cast for the office by the number of offices being filled at the election from the same territory. Section 9.01(1)(ag)5.

On or About February 19 to February 27, 2026

Drawing of Lots for Ballot Order Following any Primary Election

No later than the third day following the completion of the canvass of the primary election, if a primary is held, the school district clerk shall determine the order in which the names of the candidates for school board seats are printed on the ballot by supervising the drawing of lots. *Sections 5.60(4)(c) and 9.01(1)(a).* However, if there is no person who meets the definition of an "aggrieved party" under s. 9.01(1)(a)5 for purposes of requesting a recount, then the drawing of lots should occur no later than the 2nd day following the completion of the canvass. *Section 120.06(8)(b).*

Note: Sections 5.60(4)(c), 9.01(1)(a), and 120.06(8)(b) can sometimes be in conflict. The timeline in section 5.60(4)(c) appears to better account for the three business days a candidate is allowed to petition for a recount (assuming that there is an eligible "aggrieved party" as defined in the recount statutes). In the event of a recount, the school district clerk may wish to contact the Elections Board for advice on scheduling the drawing of lots for ballot order for the spring election.

Note: School district clerks are not required to publish a notice of the drawing of lots for ballot order. However, the drawing should be considered to occur "in public," and a candidate's request to attend and witness the drawing should not be denied. The clerk should keep a record of the procedures followed during the drawing. The drawing is to be random. Therefore, it would be inappropriate to, for example, simply put candidates' names in alphabetical order (unless they are randomly drawn in that order). See pages 31-32 of the Election Administration Manual for Wisconsin Municipal Clerks for more information on procedures to be used in the drawing of lots for ballot order placement.

On or About February 19 to February 27, 2026

School District Clerk Certifies Nominations and Ballot Order to County Clerk(s) (If a Primary Was Held)

As soon as the deadline for filing a petition for a recount has passed, the school district clerk shall certify nominations after the primary. When a valid petition for a recount is filed, the school district clerk shall not certify the nomination for the office in question until the recount has been completed and the time allowed for filing an appeal has passed, or if appealed, until the appeal is decided. *Sections 7.53(3)* and 7.53(4).*

School district clerks should use form EL-405 (Certificate of Nomination) to certify the spring election candidates to the appropriate county clerk(s).

** Note: In a 1st class city school district—i.e., the Milwaukee Public Schools—the municipal board of canvassers or election commissioners certifies nominations after each primary election. Section 7.53(3)(b).*

On or Before March 16, 2026

Provide Municipal Clerk(s) with Ballots (If Required*)

Where paper ballots are utilized at a spring primary election or spring election,* the school district clerk shall provide the municipal clerk(s) with an adequate supply of ballots at least 22 days before the election. *Sections 5.58(1g) and 120.06(8)(d).*

The reason for this deadline is that ballots must be available for absentee voting beginning no later than the 21st day before the spring election. *Section 7.15(1)(cm).*

** Note: In many cases, county clerks will physically prepare and print consolidated, machine-readable ballots. Section 5.655. However, particularly if a school board election or a school district referendum is the only item being contested at the spring election or if the district customarily prints paper ballots for school board elections, the school district should contact the relevant county clerk(s) to confirm the procedure for ballot preparation, printing, and delivery.*

On or About March 23, 2026

Notify Non-Exempt Committees of Duty to File a Preelection Campaign Finance Report

Each candidate committee that is not exempt from filing campaign finance reports and that is participating in the spring election must file a preelection campaign finance report no earlier than 14 days and no later than 8 days preceding the election. *Sections 11.0103(3) and 11.0204.*

Local filing officers no longer have an express statutory duty to provide campaign finance law reporting forms to each registered, non-exempt committee by first class mail for each reporting period. However, in light of the filing officer duties that are specified in s. 11.0102(3)* and pending further guidance from the Ethics Commission on the proper interpretation and performance of those duties, local filing officers may conclude that the best method of proceeding is to contact each registered, non-exempt committee in connection with each reporting deadline to notify the committee of the applicable reporting deadlines and of the availability of the relevant forms. Particularly if such notice is sent electronically, the filing officer may even elect to include copies of the relevant forms as attachments to the communications. Such periodic communications over the course of the year may be more than is minimally required, but the remainder of this publication assumes that the filing officer is taking that approach.

** Note: Refer to the section above titled, "Notify Non-Exempt Committees of Duty to File a Continuing Report for the Period Ending December 31," on pages 25-26 of this publication, for a list of the relevant duties.*

March 24 to 30, 2026

Deadline for Non-Exempt Committees to File Preelection Campaign Finance Report

Each candidate committee that is not exempt from filing campaign finance reports and that is participating in the spring election must file a preelection campaign finance report no earlier than 14 days and no later than 8 days preceding the election. *Section 11.0204.*

The report shall begin with the first contribution received, disbursement made, or obligation incurred during the reporting period, and shall include all contributions received, disbursements made, and obligations incurred as of the end of the 15th day preceding the election. *Section 11.0103(3).*

March 31, 2026

Duties of Clerk Regarding Campaign Finance Reports that Have Been Filed or that Are Delinquent

Note: For a list of the relevant duties, refer to the section above that is titled, "Duties of Clerk Regarding Campaign Finance Reports that Have Been Filed or that Are Delinquent," on page 30 of this publication. See also s. 11.0102(3) of the state statutes.

April 3, 2026 (12:00 p.m.)

Write-in Candidate Registration Deadline for the Spring Election

If at least one candidate has been certified to appear on the ballot for the office sought by a write-in candidate, and provided that no candidate who has been certified to appear on the ballot dies before the election, then write-in votes may only be counted if the write-in candidate has filed a Campaign Finance Registration Statement under s. 11.0202(1)(a) by no later than noon on the Friday immediately preceding the election. *Section 7.50(2)(em).* When multiple school board seats are part of a single ballot contest (e.g., when the "top two," "top three," etc. finishers in the ballot contest will each receive a seat as winners of the election), having *at least one certified candidate on the ballot for the office* means that there are at least as many ballot-certified candidates as there are actual seats/offices available in the relevant ballot contest.

However, if no candidates have been certified to appear on the ballot for the office in question, or if a candidate who was certified to appear on the ballot dies before the election, then all write-in votes shall be counted, regardless of whether the person receiving votes filed a registration statement. *Section 7.50(2)(em).*

Note: Regardless of this registration deadline that can determine whether a write-in candidate's votes will actually be counted, if a person who is seeking write-in votes becomes a "candidate" as defined under Ch. 11 (e.g., by virtue of receiving a contribution, making a disbursement, or giving consent for another person to receive a contribution or make a disbursement in order to bring about the individual's election to office), the campaign finance laws separately require the person to file a timely Campaign Finance Registration Statement.

Note: The write-in candidate registration deadline is a statutory deadline; thus, someone needs to be available in the designated filing location on the deadline until 12:00 p.m. even if the day falls during a school district's spring break. Try to be as clear as possible about your office hours during spring break. Post information on the district's website, on entry doors, etc.

Provide Names of Registered Write-in Candidates (If Any) to the Municipal Clerks

The school district filing officer or his or her designee should send the names of all registered write-in candidates to all applicable municipal clerks. While there is no express requirement that school district clerks notify applicable municipal clerks of registered write-in candidates, the Wisconsin Elections Commission's *Election Day Manual*, on pages 25-26 of the 2024 edition, directs municipal clerks to provide a list of registered write-in candidates to election inspectors. That list will be incomplete if school district clerks fail to inform municipal clerks of registered school board write-in candidates.

On or Before April 6, 2026

Choose Board of Canvassers

The school district clerk shall appoint two qualified electors **prior to the date of the election** being canvassed who shall, with the school district clerk, constitute the school district board of canvassers. If the school district clerk is a candidate at the election being canvassed, the other two members of the board of canvassers shall designate* a third member to serve in lieu of the clerk for that election. The school district clerk shall appoint a member to fill any other temporary vacancy on the board of canvassers. *Section 7.53(3).*

The Elections Commission advises that appointed members of the board of canvassers are required to take and file an oath of office prior to undertaking any duties as an election official. (Form EL-154 may be used.)

** Note: When it is necessary for the two other appointed members of the board of canvassers to designate a third member to serve in place of the clerk, the clerk and any district staff assisting with the election should consider the following:*

- *Section 7.53(3) leaves ambiguity on the timing of the designation of the third member. The WASB believes the best practice is to make the appointment **before** the actual canvass due to the need to take the oath and other logistical issues. However, if necessary, it might also be acceptable to make the appointment as the first item of business on the meeting agenda on the day of the actual canvass. Districts may wish to consult with district legal counsel for more guidance.*
- *Regardless of when the two members act to designate a third member, the Wisconsin Open Meetings Law likely applies to any official action taken by the two appointees, since two members constitute a quorum of the board of canvassers. Therefore, there should be public notice of a meeting that includes the posted subject matter of "designating/appointing a member of the board of canvassers." The designation should occur at such meeting, and there should be a record (minutes) of the decision.*

Note: Section 7.03 of the state statutes provides guidance on the compensation of election officials, but the statute does not directly address whether the members of a school district board of canvassers are required to be compensated for their services. Until there is greater clarity, a conservative approach would be to either (1) pay the members of the board of canvassers a reasonable daily or hourly rate, or (2) secure a written declination of such compensation from any canvasser who chooses to volunteer his/her services.

Note: Under the Wisconsin Public Records Law, an individual who is an election official or who is a former election official may submit a written request to a records authority (such as a school district) for the personally identifiable information (PII) of the current or former official to be kept confidential to the extent permitted by law. Section 19.36(14). If such a request is made, the school district shall not provide access under the Wisconsin Public Records Law to records containing the election official's PII unless access is specifically authorized or required by statute. Id. As an express, limited exception to this confidentiality requirement, s. 19.36(14) provides that an authority ***may*** *provide access to the name of such current or former official and to the city and state where the official resides. Id. The members of the school district board of canvassers are likely "election officials" within the meaning of s. 19.36(14). However, school district officials should be aware that there is ambiguity regarding how to apply s. 19.36(14) to records relating to an individual with more than one role, such as a school board member who also serves (or who has served) as the school district clerk and/or as a member of the school district board of canvassers. Such ambiguity is likely to remain until further guidance is provided by the Wisconsin Department of Justice or the courts, but it is important to note that current and former election officials are responsible for initiating their own written request for confidentiality if they have a confidentiality concern.*

Note: In a 1st class city school district—i.e., the Milwaukee Public Schools—the municipal board of canvassers or election commissioners shall determine the results of school district elections and referenda and shall file a written statement and determination of the results for each election and referendum in the office of the city clerk or board of election commissioners. Section 7.53(3)(b).

April 6*, 2026

Newspaper Publication of the Notice of Spring Election

The clerk shall publish a Class 1 notice, in accordance with Ch. 985, on the Monday before the spring election. If, due to the method of delivering newspapers in the school district, the school district clerk determines that more effective notice will be provided by publication at an earlier date, the school district clerk may publish the notice no earlier than three days before the election. In addition, if publication is made in a newspaper which does not publish on Monday, publication shall be made on the closest preceding day on which the newspaper publishes.

The notice shall contain the following information:

(1) The date of the election;

(2) The names of all candidates in the order in which they are listed on the ballot;

(3) The location and open hours of polling places and a designation of which persons should vote at each polling place; and

(4) A facsimile ballot and the relevant portions of the voting instructions under s. 10.02(3).

Section 120.06(8)(c); see also Sections 10.01(2)(b) and 10.01(2)(d).

Provide a copy of this notice to the clerk of each municipality lying wholly or partially within the school district. *Section 120.06(8)(a).*

** Note: Newspaper operational deadlines will likely require the clerk or the clerk's designee to contact the newspaper and provide the newspaper with the text of the notice well before April 6, 2026.*

April 7, 2026

Spring Election

The spring election is held on the first Tuesday in April. *Section 5.02(21).*

On or About April 7, 2026

Issue Open Meetings Law Notice of the Meeting(s) of the Board of Canvassers

A formal opinion of the Attorney General of Wisconsin states that a duly selected and convened board of canvassers constitutes a governmental body for the purposes of the open meetings law. As such, meetings of the board of canvassers that are held to canvass the spring election are subject to the notice provisions and open session requirements of the open meetings law. Public notice of the meeting(s) generally must be given at least 24 hours prior to the start of the meeting. *Sections 19.83 and 19.84.*

Note: If the two appointed members of the board of canvassers need to designate a third member to serve in place of the clerk when the clerk is a candidate in the election, the district may also need to issue an Open Meetings Law notice of a meeting of the board of canvassers that includes that subject matter. The Open Meetings Law likely applies to any official action taken by the two appointees, as two members constitute a quorum of the board of canvassers.

After April 7, 2026

Some Candidate Committees May File a Campaign Finance Termination Report

All committees that dissolve or that determine that obligations will no longer be incurred, disbursements made, or contributions received—including exempt committees—must eventually file a termination report to end their registration and discontinue their reporting obligations. Termination reports are filed with the school district clerk or the clerk's designee.

The following restrictions are stated in the campaign finance laws regarding termination reports:

(1) A person who is a candidate by virtue of holding a local office must remain registered under the campaign finance laws. *Sections 11.0101(1) and 11.0202(1).* This means that incumbent board members who are continuing in office and those candidates who take office after prevailing in the election will not be filing termination reports.

(2) In no case may a candidate committee file a termination report covering any period ending sooner than the date of the election in which the candidate committee is participating. *Section 11.0105(1)(b).*

School board clerks have obligations to review and determine the facial sufficiency of termination reports, notify the Ethics Commission of potential errors or discrepancies in the reports, and retain and manage the reports in the same manner as applies to other campaign finance reports. *Section 11.0102(3).*

Although not expressly required by state law, it is highly recommended for the school board clerk or a designee acting on behalf of the clerk to confirm to the committee in writing (i.e., to the candidate and

to any separate committee treasurer) that the committee has successfully terminated their registration, subject to any possible subsequent review or determination by the Ethics Commission or the courts.

Note: For a list of the relevant duties performed by the clerk with respect to campaign finance reports, refer to the section above that is titled, "Duties of Clerk Regarding Campaign Finance Reports that Have Been Filed or that Are Delinquent," on page 30 of this publication. See also s. 11.0102(3) of the state statutes. For additional information specific to termination reports, please see Part I of this publication.

On or About April 8, 2026

Receipt of Election Materials and Other Related Duties

After the spring election, the school district clerk shall receive all election materials from municipal clerk(s), including ballots (after they have been counted, reported, and secured) **if** the school district election ballots are separate. *Sections 7.51(5)(b) and 120.06(8)(e).* The municipal clerks are generally required to deliver these materials no later than 4 p.m. on the day after the election. *Sections 7.51(5)(b) and 7.53(3)(a).* Once in possession of the materials, the school district clerk is obligated to retain and later supervise the destruction of the election materials from the primary and from the spring election, pursuant to s. 7.23, insofar as applicable. *Section 120.06(8)(g).*

The receipt of the materials will enable the school district clerk to ensure that the election is properly canvassed, that any recount is conducted as required by law, and that other related duties are performed. *Sections 7.53(3), 120.06(8)(f), 120.06(8)(h), and 120.06(14).*

April 8 to 14, 2026*

Canvass of Election Returns and Written Determination of Election Results

The Elections Commission advises that appointed members of the board of canvassers are required to take and file an oath of office prior to undertaking any duties as an election official. The school district clerk or any notary may administer the oath, and Form EL-154 may be used.

The board of canvassers shall prepare a written statement showing the numbers of votes cast for each person for each office and for and against each question and shall prepare a determination showing the names of the persons who are elected to the school board and the results of any school district referendum. Each statement and determination shall be attested by each of the canvassers, and the statement and determination shall be filed in the school district office. *Sections 7.53(3)(a) and 120.06(14).*

The board of canvassers must wait to begin its work until after the municipal clerk(s) have delivered the tally sheets, inspectors' statements, ballots, and applicable envelopes and materials to the school district clerk. The municipal clerks are generally required to deliver these materials no later than 4 p.m. on the day after the election. *Sections 7.51(5)(b) and 7.53(3)(a).*

The latest possible date and time that the canvass may commence is 9 a.m. on the Tuesday after the election. *Section 7.53(3)(a).*

Once the canvassing of the election begins, it is to continue, without adjournment, until it is complete.

However, as an exception to this rule, if the board of canvassers has met before 4 p.m. on the Monday after the election and thereafter receives amended statements, tally sheets, and lists from a municipal clerk for provisional ballots** that are eligible to be counted under s. 6.97(4), then the board of canvassers must reconvene no later than 9 a.m. on the Tuesday after the election and adjust the returns accordingly. *Sections 7.51(5)(b) and 7.53(3)(a).*

In all cases, the board of canvassers must complete the canvass and prepare its statements and determinations no later than 4 p.m. on the Tuesday after the election. *Section 7.53(3)(a).*

** Note: Due to the statutory timing of the canvassing, this section indicates an approximate timeline for conducting the canvass. The ending date of the canvass will determine the timeline for recount requests (see below).*

*** Note: Districts are encouraged to carefully review s. 7.53(3)(a) of the state statutes. In order to be certain that the board of canvassers will avoid the need to reconvene to adjust the returns to account for provisional ballots, as further described in the above paragraph, the meeting of the board of canvassers would have to be scheduled to begin either: (1) at 4 p.m. or later on the Monday after the election; or (2) at 9 a.m. or earlier on the Tuesday after the election. When scheduling the meeting of the board of canvassers, school district clerks are encouraged to coordinate with the applicable municipal clerks regarding any outstanding ballots that are eligible to be counted under s. 6.97(4).*

Note: Section 7.03 of the state statutes provides guidance on the compensation of election officials, but the statute does not directly address whether the members of a school district board of canvassers are required to be compensated for their services. Until there is greater clarity, a conservative approach would be to either (1) pay the members of the board of canvassers a reasonable daily or hourly rate, or (2) secure a written declination of such compensation from any canvasser who chooses to volunteer his/her services.

On or About April 8 to 17, 2026

Recount Request May Be Filed

Any candidate voted for at any election who meets the definition of an "aggrieved party"* under s. 9.01(1)(a)5 may request a recount. The petitioner shall file a verified petition, or petitions accompanied by the fee prescribed by law, if any, with the school district clerk not earlier than the time of completion of the canvass and not later than 5 p.m. on the third business day following the last meeting day of the board of canvassers determining the election for that office. *Section 9.01(1)(a).*

** Note: An "aggrieved party" eligible to file a recount petition is a candidate who trails the leading candidate by no more than 40 votes in elections at which 4,000 or fewer votes were cast or by no more than 1% of the total votes cast for the office in elections at which more than 4,000 votes were cast. Section 9.01(1)(a)5. The "leading candidate" includes every individual whose vote total at the time of the filing of the recount petition would entitle the individual to election or nomination to office. In an election in which more than one office of the same type is to be filled from the same territory, the number and percentage of votes cast shall be determined by first dividing the total number of votes cast for the office by the number of offices being filled at the election from the same territory. Section 9.01(1)(ag)5.*

On or About April 8 to 17, 2026

Certificate(s) of Election

As soon as the deadline for filing a petition for a recount has passed, the school district clerk* shall promptly issue a certificate of election (Form EL-153) to each person elected to any office. If there is no "aggrieved party" (i.e., if no person is eligible to initiate a recount) as defined in s. 9.01(1)(a)5, then the school district clerk does not need to wait until expiration of the time for filing a recount petition. When a valid petition for a recount is filed, the clerk shall not issue the certificate of election for the office in question until the recount has been completed and the time allowed for filing an appeal has passed, or if appealed until the appeal is decided. *Sections 7.53(3)**, 7.53(4)***, and 120.06(10)***.*

Personal service or service by first class mail of a certificate of election is official notification for all legal purposes to any person of his or her election to office. *Section 7.80.*

** Note: While there is no definitive guidance on this question, the WASB believes that due to the ministerial nature of the task, a board clerk who was elected to office at the spring election may sign his or her own certificate of election after the results of the election in which they were a candidate have been determined.*

*** Note: In a 1st class city school district—i.e., the Milwaukee Public Schools—the municipal board of canvassers or election commissioners issues certificates of election to persons elected to the MPS board of school directors. Section 7.53(3)(b).*

**** Note: The deadlines for issuing a certificate of election, as expressed differently in s. 7.53(4) and s. 120.06(10), should be harmonized by issuing the certificates as soon as practicable after completion of the canvass if there is no "aggrieved party," after the recount petition deadline passes if there is an "aggrieved party," or after the recount process is completed if a recount petition has actually been filed.*

Notifying Municipal and County Clerks of School District Officers

The clerk shall report the name and post office address of each officer of the school district, within 10 days after the election or appointment of the officer, to the clerk and treasurer of each municipality having territory within the school district. *Sections 120.17(1) and 120.44(2).* By statute, every member of the school board is an "officer of the school district." *Section 120.05(1)(a),*

The clerk, secretary, or other administrative officer of the school district shall provide the county clerk with the name, phone number, email address, and post-office address of local officials. *Section 59.23(2)(s).*

** Note: The telephone number and email address do not need to be the board member's personal telephone number and personal email address. A district telephone number and official school district email address may be used.*

On or Before April 27, 2026

Deadline for Newly Elected School Board Members to File Notice of Refusal of Salary that Takes Effect at the Start of the Term of Office

A school board member may send written notification to the school district clerk and the school district treasurer that the school board member wishes to refuse to accept the salary that he or she is otherwise entitled to receive. The notification applies only to that taxable year. A school board member elected at the spring election shall send the notification **no later than the day on which the board member takes the official oath of office** and before the board member performs any services in his or her capacity as a board member. The notification applies only to the taxable year in which the school board member's election has been certified. *Sections 120.07 and 120.45.*

On or Before April 27, 2026

School Board Members Take and File the Official Oath

On or prior to the fourth Monday in April, any school board member elected **or re-elected** to office at the spring election shall take and file the official oath. The school district clerk has authority to administer the oath of office. A notary public or other person with authority to administer oaths may also administer the oath to school board members. The forms of the oath are set out in s. 19.01. The Elections Commission maintains an official oath form (EL-154). *Sections 19.01, 120.06(4), 120.06(10), 120.17(10), 120.42(2), and 887.01(1).*

The official oath shall be in writing and subscribed to and sworn to. The oath does not need to be administered at or in conjunction with a school board meeting. If desired, the oath may be administered orally **in addition to** the written oath (e.g., during an open session of a school board meeting), but such additional administration should be considered largely ceremonial. *Section 19.01.*

If a person elected or appointed (or reelected or reappointed) to any office neglects or refuses to take and file the official oath, a vacancy is created. *Section 17.03(7).*

April 27, 2026

School Board Members Take Office

School board members elected at the spring election take office, provided they have taken and filed the official oath, prior to or on the fourth Monday in April. *Sections 120.06(4) and 120.42(2).*

April 27 to May 27, 2026

Election of School Board Officials (i.e., Board Officers)

In the case of a **common** or **union high school district** school board with more than three members, the school board shall annually elect a school district president, vice president, treasurer, and clerk from among its members at a school board meeting held on or within 30 days after the fourth Monday in April. *Section 120.05(1)(c).*

Annually, on or within 30 days after the fourth Monday in April, the school board in a **unified** school

district shall elect a school district president, vice president, clerk, and treasurer from among its members and a school board secretary who need not be a member of the school board. *Section 120.43(1).*

Note: A school board that lost its president, treasurer, or clerk as a result of the spring election might consider holding their election of board officers on or very soon after the fourth Monday in April to minimize concerns about the signing of authorized disbursements and the performance of other duties of such school board officers.

June 22, 2026*

Deadline for Filing Petition to Change Number, Apportionment, or Election of School Board Members in Some (Not All) Union High School Districts

At least 30 days prior to the annual meeting in a union high school district, a petition requesting a change in the number of school board members, the establishment of a plan of apportionment, or a plan for election from numbered seats may be filed with the board clerk. *Sections 120.02 and 120.08(1).*

** Note: This date is the deadline **only if** the union high school district annual meeting is held on the third Monday in July and if the district office is closed on Saturday, June 20, 2026. By statute, when the last day for filing a document with any officer or agent of any school district falls on a Saturday and the duly established official office hours of such officer or agent, to which the document is required to be filed, do not include any office hours thereof on such Saturday, the filing may be done on the next succeeding day that is not a Sunday or a legal holiday. Section 990.001(4)(c).*

June 29, 2026*

Deadline for Filing Petition to Change Number, Apportionment, or Election of School Board Members in Some (Not All) Common School Districts

At least 30 days prior to the annual meeting in a common school district, a petition requesting a change in the number of school board members, the establishment of a plan of apportionment, or a plan for election from numbered seats may be filed with the board clerk. *Sections 120.02 and 120.08(1).*

** Note: This date is the deadline **only if** the common district annual meeting is held on the fourth Monday in July and if the district office is closed on Saturday, June 27, 2026. By statute, when the last day for filing a document with any officer or agent of any school district falls on a Saturday and the duly established official office hours of such officer or agent, to which the document is required to be filed, do not include any office hours thereof on such Saturday, the filing may be done on the next succeeding day that is not a Sunday or a legal holiday. Section 990.001(4)(c).*

On or About June 30, 2026

Notify Non-Exempt Committees of Duty to File a Continuing Report for the Period Ending June 30

Each registered candidate committee that is not exempt from filing campaign finance reports must file the July continuing campaign finance report with the school district clerk. *Sections 11.0103(3) and 11.0204.*

Local filing officers no longer have an express statutory duty to provide campaign finance law reporting forms to each registered, non-exempt committee by first class mail for each reporting period. However, in light of the filing officer duties that are specified in s. 11.0102(3)* and pending further guidance from the Ethics Commission on the proper interpretation and performance of those duties, local filing officers may conclude that the best method of proceeding is to contact each registered, non-exempt committee in connection with each reporting deadline to notify the committee of the applicable reporting deadlines and of the availability of the relevant forms.

Particularly if such notice is sent electronically, the filing officer may even elect to include copies of the relevant forms as attachments to the communications. Such periodic communications over the course of the year may be more than is minimally required, but the remainder of this publication assumes that the filing officer is taking that approach.

** Note: Refer to the section above titled, "Notify Non-Exempt Committees of Duty to File a Continuing Report for the Period Ending December 31," on pages 25-26 of this publication, for a list of the relevant duties.*

July 15, 2026

Deadline for Non-Exempt Committees to File
July Continuing Campaign Finance Report

All registered candidate committees that are not exempt from filing campaign finance reports for the reporting period ending on June 30 must file the campaign finance report required under s. 11.0204. The report must be filed with the school district clerk no earlier than July 1 and no later than July 15. The report must include each contribution received, disbursement made, or obligation incurred during the reporting period, through June 30. *Sections 11.0103(3) and 11.0204.*

Note: Actively serving school board members always continue to be "candidates" under the campaign finance law throughout their term of office. Thus, current school board members must remain registered; and, unless exempt, their candidate committees remain subject to this periodic reporting requirement. In addition, current school board members may not file a termination report while they hold office.

July 16, 2026

Duties of Clerk Regarding Campaign Finance Reports
that Have Been Filed or that Are Delinquent

Note: For a list of the relevant duties, refer to the section above that is also titled, "Duties of Clerk Regarding Campaign Finance Reports that Have Been Filed or that Are Delinquent," on page 30 of this publication. See also s. 11.0102(3) of the state statutes.

School District
Election Schedule
2026 Spring Election

Part III: List of Elections Commission and Ethics Commission Forms

The elections forms listed below are updated with some frequency. Accordingly, WASB strongly encourages school districts to access the most-current copy of the forms directly through the websites of the Ethics Commission (https://ethics.wi.gov/Pages/Resources/ResourcesOverview.aspx) and the Elections Commission (https://elections.wi.gov/forms), as applicable.

In addition, school officials using the electronic version of this document (accessible to members via the WASB website at WASB.org) will find that the list below includes electronic links to each of the specific forms. However, the specific form designations and their active links change with some frequency. As a result, not all of the form numbers, form titles, and links provided below may be current and active for the duration of the entire election cycle. School districts may contact WASB or the appropriate Commission with any questions about the forms.

Forms to Include in Initial Candidate Packets
(Note: Some forms in this category are duplicated in other categories below.)

Ballot Access Checklist for School District Candidates (ELIS-5)

Campaign Finance Checklist For 2026 Municipal And School District Candidates (ETIS-8)

Campaign Finance Registration Statement (CF-1L for Local Candidate Committees)

- Candidates will use this form to register their committee for the first time or to amend committee registration.

Declaration of Candidacy – School District Candidates (EL-162sd)

Nomination Paper for Nonpartisan Office (EL-169)

- Include this form in candidate packets **only if** nomination papers are required.

Forms Used by Candidates (Non-Campaign Finance Related)

Declaration of Candidacy – School District Candidates (EL-162sd)

Nomination Paper for Nonpartisan Office (EL-169) (if nomination papers are required)

Notification of Noncandidacy (EL-163)

Official Oath (EL-154)

Forms Used by Candidate Committees (Campaign Finance Compliance)

Campaign Finance Registration Statement (CF-1L for Local Candidate Committees; use of the more general Form CF-1 is also permissible)

Campaign Finance Report for Local Committees (ETHCF-2L; also, sometimes labeled CF-2L)

- The Ethics Commission has advised that "Committees filing out a report by hand should use this standard report template CF-2L."

Electronic Local Campaign Finance Report (CF-2LE; a spreadsheet version)

- The Ethics Commission has advised that "Committees that wish to file a report electronically can use this Excel template."

Campaign Finance Report -- Statement of No Activity (CF-2NA)

- For committees with no activity in the filing period.

Termination Request (CF-13, which often needs to be combined with Form CF-2L (ETHCF-2L) to make a complete "termination report")

Forms Used by the Local Filing Officer (Clerk)

Nomination Paper Receipt (EL-151) (use of this form does not appear to be mandatory)

Notice of Campaign Finance Violation, Error, or Discrepancy (CF-30)

Certificate of Nomination (EL-405)

Board of Canvassers Statement; Tabular Statement of Votes Cast (EL-106, EL-106-p, EL-106sd)

Certificate of Election (EL-153)

Official Oath (EL-154)

Types of Ballots* (when separate paper ballots are prepared just for school board seats)
Note: Ballots were not available at the time of publication on October 2025.

- School Board Primary Ballot, Unnumbered (At-Large) Seats (EL-222)
- School Board Primary Ballot, Numbered Seats (EL-223)
- School Board Primary Ballot, Area-Apportioned Seats (EL-224)
- School Board Spring Election Ballot, Unnumbered (At-Large) Seats (EL-225)

- School Board Spring Election Ballot, Numbered Seats (EL-226)
- School Board Spring Election Ballot, Area-Apportioned Seats (EL-227)
- Reverse Side of Paper Ballot (EL-229) **

** Note: These sample ballots would need to be adapted for use by a 3-member school board.*

*** Note: The Elections Commission has informed the WASB that some school district clerks are using outdated ballots with information on the back of the ballots that is incorrect and sometimes contrary to current law. School district clerks should review the sample ballots available on the Elections Commission website (and linked above) to make certain that the information provided on the ballot and on the back of the ballot is current and correct.*