

ALL SENIOR HIGH SCHOOL PRINCIPALS/AP'S/TEACHERS: Spring Voter Registration Process- Update

**Category:**

**Audience:** Principals/APs (Senior High)

Due Date: n/a

Meeting Date: n/a

**Attachment(s):** [2012 Voter Registration School Report.pdf](#)

The Department of Social Sciences is providing information to senior high school principals and their social studies department chairpersons regarding the ten (10) day voter registration completion process requirement.

- This information is being provided to assist schools in completing their spring 2013 Voter Registration Drive. To date, all senior high schools have received their voter registration materials to participate in the 2013 District's Voter Registration program.
- **All schools that have completed their voter registration drive** have received email correspondence from the Department of Social Sciences to the school site voter registration contact person and the schools' principals. If there was an oversight and your school did not receive an email, as a reminder, the process for completing the Spring 2013 Voter Registration Drive is as follows:
  1. Complete your voter registration drive on or before, **Wednesday, May 22, 2013**
  2. Upon completion, complete the **Voter Registration Drive School Report form** on or before, **Wednesday, May 22, 2013**.
  3. The **Voter Registration Drive School Report form** is available at <http://socialsciences.dadeschools.net/forms/voter-agent-report-form.asp>.
  4. Principals are required to sign the Student Voter Registration Report for their school validating the accuracy of the report. A hard copy is to be sent to the Department of Social Sciences and a copy is to be retained at the school for their records. Please send the hard copy of the signed report to work location 9626: Attention- Dr. Sherrilyn Scott.
  5. All completed Voter Registration cards are to be returned by schools to the Miami-Dade Elections Department, **10 days** from the start of their school's voter registration drive.
  6. The Miami-Dade Elections Department address is as follows:
 

Miami-Dade Elections Department  
2700 NW 87th Avenue  
Doral, Florida 33172  
**Office Hours**  
8 a.m. - 5 p.m.  
Monday-Friday

**\*IMPORTANT\*   \*IMPORTANT\*   IMPORTANT\*   \*IMPORTANT\***
- Florida statute requires the delivery of completed voter registration applications to the division or the Supervisor of Elections **within 10 days** of completing the application.
- The date will be determined by the earliest signed voter registration form. For example, if the completed forms indicate, **5-2-2013** all forms with this date must be returned by **5-10-2013**. It is imperative that schools review their dates and return them within a 10 day window.
- 7. All schools are highly encouraged to **register all eligible students** (at minimum exceed your 2012 school voter registration numbers). As a reminder, we have attached the 2012 School Board Voter Registration Report.
- 8. The voter registration results of all senior high schools will be reported to the School Board upon completion of the Spring 2013 Voter Registration Drive.

If you have any questions regarding the Student Voter Registration Program, please contact Dr. Sherrilyn Scott, District Supervisor, Department of Social Sciences at the number listed below, or via email at [sherrilynscott@dadeschools.net](mailto:sherrilynscott@dadeschools.net).

**Contact:** Dr. Sherrilyn Scott ( 305-995-1971 )

**Department:** Department of Social Sciences