

**BALLOT ACCESS CHECKLIST  
FOR 2017  
SCHOOL DISTRICT CANDIDATES**



Each of the following forms must be completed and filed on time by a candidate for School District office in order for the candidate's name to be placed on the ballot at the **February 21, 2017 Spring Primary** and the **April 4, 2017 Spring Election**.

The filing officer for School District offices is the School District Clerk. Candidates should contact their filing officer for further information or to obtain any of the necessary forms.

**All School District Candidates must:**

- Complete and Submit a Campaign Registration Statement (Form ETHCF-1)** to the filing officer no later than **5 p.m. on Tuesday, January 3, 2017**, or the candidate's name will not be placed on the ballot. If the form is faxed or emailed, the original document must follow postmarked no later than January 3, 2017. Wis. Stat. §§ 8.10(5), 8.21, 8.30(4), 120.06(6)(b), Wis. Admin. Code GAB § 6.04.

- New Candidates

- File a campaign registration statement as soon as the intent to seek elective office is known and before campaign funds are collected or spent. Wis. Stat. §§ 11.0202(1)(a), 11.0202(2)(a).

- Continuing Candidates

- File an amended campaign registration statement, indicating the office sought and the new primary and election dates as soon as the intent to seek elective office is known and before campaign funds are collected or spent. Wis. Stat. §§ 11.0202 (1)(a), 11.0202 (2)(a).

- Complete and Submit a Declaration of Candidacy (Form EL-162sd)** to the filing officer no later than **5 p.m. on Tuesday, January 3, 2017** or the candidate's name will not be placed on the ballot. If the form is faxed or emailed, the original document must follow, postmarked no later than January 3, 2017. Wis. Stat. §§ 8.10(5), 8.21, 8.30(4), Wis. Admin. Code GAB § 6.04.

**If nomination papers are used, a school district candidate must also:**

- Circulate and Submit Nomination Papers for Nonpartisan Office (Form EL-169)** to the filing officer no later than **5 p.m. on Tuesday, January 3, 2017**. Only original nomination papers (no photocopies, faxes, or emailed documents) will be accepted. Nomination papers may not be circulated before December 1, 2016. Wis. Stat. § 8.10(2), Wis. Admin. Code GAB § 6.04(2).

**The number of signatures required is as follows:**

Board of School Directors: 1st Class Cities	400 - 800
School District Officer: school districts with territory within a 2nd Class City	100 - 200
School District Officer: school districts without territory within a 1st or 2nd Class City	20 - 100