

2025 BALLOT ACCESS CHECKLIST FOR 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 18, 2025 Spring Primary** and the **April 1, 2025 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:

- Register your Campaign Committee** online with the Wisconsin Ethics Commission. A current registration must be filed with the Wisconsin Ethics Commission prior to raising or spending any funds, and no later than **5:00 p.m. on January 7, 2025** or the candidate's name will not be placed on the ballot. Wis. Stat. §§ 8.10(5), 8.30(2). For questions, please contact the Ethics Commission: ethics@wi.gov or (608) 266-8123.
 - **New Candidates**
Register online at <http://cfis.wi.gov/Public/Registration.aspx?page=Candidate> before campaign funds are collected or spent or submitting nomination papers. Wis. Stat. §§ 11.0202(1)(a), 11.0101(1). Submit a signed copy of the form to the Ethics Commission by email, fax or mail.
 - **Continuing Candidates**
Amend your current registration, indicating the office sought and the new primary and election dates, at <http://cfis.wi.gov/Login.aspx>. Please log in by entering your username (your 7-digit Registrant number beginning with "0") and the password emailed to you when you originally registered. (No hard copy form is required.) If you do not have or do not know your username or password, please contact the Ethics Commission.
- Complete and Submit a Declaration of Candidacy (Form EL-162sd)** to the filing officer no later than **5:00 p.m. on Tuesday, January 7, 2025** 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 7, 2025. Wis. Stat. §§ 8.10(5), 8.21, 8.30(4), Wis. Admin. Code EL § 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 **5:00 p.m. on Tuesday, January 7, 2025**. Only original nomination papers (no photocopies, faxes, or emailed documents) will be accepted. Nomination papers may not be circulated before December 1, 2024. Wis. Stat. § 8.10(2), Wis. Admin. Code EL § 6.04(2).

The number of signatures required is as follows:

Board of School Directors - 1st Class Cities	400 - 800
School District Officer - with Territory within a 2nd Class City	100 - 200
School District Officer - with no Territory within a 1st or 2nd Class City	20 - 100