

**TITLE:** National Voter Registration Day and  
High School Voter Education Weeks

**NUMBER:** MEM-055899.5

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**DATE:** September 11, 2023

**ROUTING**

Region Superintendents  
Region Directors  
Administrators of Instruction  
Administrators of Operations  
Directors  
Principals  
Voter Registration Designee  
Parent/Community Representatives

**PURPOSE:** The purpose of this memorandum is to provide school site administrators with assistance in encouraging youth civic engagement through participation in activities related to National Voter Registration Day 2023 (**Tuesday, September 19, 2023**) and Fall High School Voter Education Weeks (**September 18-29, 2023**).

**MAJOR CHANGES:** The dates for Fall Voter Education Weeks and National Voter Registration Day have been updated for 2023-2024.

**BACKGROUND:** Young voters now constitute the largest and most diverse block of the electorate, but the gap between eligible and registered voters remains high. Civic engagement is the cornerstone of representative democracy and an individual's right to vote is an important way in which to exercise that understanding. In support of civic engagement, California Education Code designates the last two full weeks in September to be High School Voter Education Weeks. Additionally, National Voter Registration Day is a national holiday celebrating our democracy and is usually held on the fourth Tuesday of September.

2023 High School Voter Education Weeks and National Voter Registration Day are targeted civic engagement efforts to empower the Los Angeles Unified School District (LAUSD) students to engage in the democratic process. High School Voter Education Weeks and National Voter Registration Day are designed to encourage students to understand the voting process, build awareness on their high school campus and practice democracy through action.

In support of the Board Resolution *Equal Voter Registration for All through Celebrating National Voter Registration Day* (Res-003-18/19) passed on

**August 21, 2018**, schools are required to provide eligible students the opportunity to register. Eligible students who register to vote on or before **October 23, 2023**, and are presently 18 years old (or who will be 18 before **November 7, 2023**), will be able to vote in the **November 7, 2023** election. In addition, the program seeks to pre-register eligible 16- and 17-year-olds. In California, youth who pre-register to vote will have their registration become active once they turn 18 years old.

**INSTRUCTIONS: I. PRINCIPAL ROLE**

**A. Principal Portal Completion**

Principals are to complete the Certification for Student Voter Registration as follows:

1. Login to the Principal's Portal with Single Sign-On: <https://principalportal.lausd.net>.
2. Under Certification, click on Student Voter Registration.
3. If the system does not default to your school, select your school name from the drop-down menu.
4. Most of the information will populate automatically, including the number of students (source: MiSiS) that are turning 16, 17, and 18. This number will automatically update on norm day.
5. Identify one certificated employee name, corresponding email address, and one student name (email optional) as the voter registration coordinators for your school.
6. Indicate how many paper-voter registration forms the school needs in each of the various languages.
7. Check the box certifying that your school will comply with California Education Code by participating in Voter Registration Weeks during the last two full weeks in **September 2023**.
8. Click the "Submit" button.

**B. Promotion of Voter Registration Weeks**

School site administrators and/or designees will need to ensure that online voter registration materials are prominently posted or shared on the school's website and with the school community via electronic communication to encourage students to register to vote.

## II. EMPLOYEE DESIGNEE ROLE

### Implementation of Voter Registration Opportunities

The employee should work with the student leader to organize and promote the voter registration opportunities in alignment with the virtual training provided. See Section III of this memorandum for additional ideas.

## III. OPPORTUNITIES FOR VOTER REGISTRATION

It is the District's expectation that every school serving students aged 16-18 and older, including option schools, and Division of Adult Education schools, will take advantage of the opportunity to encourage youth and adult civic engagement by participating in the Fall 2023 High School Voter Education Weeks (**September 18-29, 2023**) and National Voter Registration Day (**Tuesday, September 19, 2023**).

### A. Ways of Promoting Voter Registration Weeks and National Voter Registration Day

1. A school-wide virtual program for voter registration for 18-year-olds and those who will be 18 on or around **September 19, 2023**.
2. A school-wide virtual program to promote pre-voter registration for 16-and 17-year-olds.
3. The promotion of voter registration via the school website or social media.
4. Guest speakers and/or student presentations to promote voter registration during virtual assemblies.
5. Conduct a mock election.
6. Screening of appropriate films or videos related to the development or history of American democracy, civic engagement and the right to vote.
7. Research projects using the internet or library/classroom resources.

### B. Additional Considerations

1. All L.A. Unified staff are reminded that [Board Rule 1267 – Political Activities](#) remains in effect. All activities must be conducted in a fair, impartial, and non-partisan manner. Public funds may not be used for advocacy or political position on any ballot measure or candidate.

2. When organizing and promoting events, administrators and designees must demonstrate sensitivity to students that may be undocumented or who otherwise do not wish to register or pre-register to vote.

**RELATED  
RESOURCES:**

[Board Rule 1267 – Political Activities](#)  
[Best Practices for voter outreach in high schools, shared by CA Counties \(PDF\)](#)  
[Pre-Registration Flyer \(PDF\)](#)  
[National Voter Registration Day](#)  
[Online Voter Registration Flyer \(PDF\)](#)

**ASSISTANCE:**

If you are interested in having community organization volunteers assist in training students as Registrars and/or helping to register students at your school site, please contact Dr. Lorena Franco with Student Empowerment Unit, Division of Communications, Engagement and Collaboration, at [afranco@lausd.net](mailto:afranco@lausd.net) or (213) 481-3350.

For additional information, please visit the L.A. Unified History/Social Science website at [LAUSD History-Social Science](#) or contact Kieley Jackson, Coordinator, History/Social Science, K – 12, at [kjack2@lausd.net](mailto:kjack2@lausd.net) or (213) 241-4506.