



Request to Add Authorized Users in The Learning Center (TLC)

Policy. The Wisconsin Elections Commission (WEC) maintains a learning platform for training election officials. When a county or municipality adds new staff, the clerk, or authorized designee, will complete this request and submit it to the Elections Help Desk. Upon receipt of this request, a login and password will be issued to The Learning Center (TLC) to allow for the new user to complete their required training. The following is required for high school election officials:

1) **High School Student Election Inspector Training Program:** a course with 8 activities located under the same titled tile in TLC. All high school student users are required to complete this training if they are 16 or 17 years old. If they are younger, they are not eligible to be an election official and if they are 18, they should apply to be a “regular” election inspector with the municipal clerk.

The WEC requires that the clerk, or authorized designee, agree to the following stipulations. The clerk, or authorized designee, agrees that he/she:

- will certify (at completion) that the applicable users listed below require access to the **High School Student Election Inspector Training Program** course in The Learning Center (TLC);
- will provide grades and feedback on the student work submitted in the course.

Student Full Name	Phone Number	Email Address <small>(Please include a unique address for each user. This will allow for TLC future support.)</small>

Request

I request that the above student be provided access to The Learning Center (TLC). I agree to the above stipulations.

Name of Clerk/Designee: _____

Signature of Clerk/Designee: _____ Date: _____

Name of Municipality/County: _____ HINDI: _____



Permission for Student Participation in the High School Election Inspector Training Program

Policy. The Wisconsin Elections Commission (WEC) assists municipalities with training election officials by providing resources and maintaining a virtual learning platform, The Learning Center (TLC). The course for high school students lives on TLC. In the course, students learn about the requirements to be election officials, participate in election training, and gain the knowledge they need to work the polls on election day. As well, it is an opportunity for them to gain a deeper understanding of how elections work in Wisconsin.

The following information will be needed from your student to enroll in the course:

- 1) **Name**
- 2) **Email address**
- 3) **Phone Number**

This information is used only to set up the user account for the student and will not be shared with any external groups, organizations, or individuals. The student is not required or even asked to share any other Personally Identifiable Information including transcripts, date of birth, social security number, etc.

The WEC requires that the legal guardian of the student authorize them to participate in the program and enroll in the course on TLC.

Permission

I acknowledge that I have read and understand the above information. I hereby give permission for my child, named below, to participate in the High School Election Inspector Training Program.

Name of Student: _____

Name of Legal Guardian: _____ Date: _____

Signature of Legal Guardian: _____ Date: _____