



Wisconsin Elections Commission

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DATE: September 26, 2022

TO: Wisconsin Municipal Clerks
City of Milwaukee Election Commission
Wisconsin County Clerks
Milwaukee County Election Commission

FROM: Allison Coakley
Training Coordinator

SUBJECT: School District Clerk Duties webinar

Webinar for School District Clerks

School District Clerk Duties

Wednesday, September 28, 2022: 10:00 a.m. – 11:00 a.m.

Registration Link: https://us06web.zoom.us/webinar/register/WN_Rr3UKFNbTLiMhQtnM4VGJg

School district clerks are entrusted with the responsibility of ensuring that their election-related tasks are completed in compliance with state law. The job of the Commission is to provide school district clerks with the information and resources they need to carry out their election duties. This webinar will be going over school district clerk duties using the educational resource: *Election Administration for School District Clerks Manual*. We will review key segments of the manual and answer any questions you may have. Materials will be posted Tuesday.

You can now access the live webinars from The Learning Center (TLC), under the EA Webinar Series tile for automatic recording of your participation there and to download a meeting reminder to your calendar. Instructions for accessing the webinars in TLC follow the webinar schedule. The webinars can also be joined without accessing TLC through the link posted with the webinar schedule. Tracking is not possible if you join the webinar using this method.

We will continue to post Live Webinar access information and related materials under “Recent Clerk Communications” no later than the Monday prior to each webinar. You must be able to view videos on your computer using your computer’s speakers and use a media application such as Windows Media Player.

The webinar recording, related materials, and a list of frequently asked questions, will be posted shortly after the webcast in TLC. The posted webcasts will include indexing links to allow clerks to go directly to a specific topic covered during a webinar. The programs and materials are free for you to access from TLC or a disc may be ordered for a small fee: <https://elections.wi.gov/node/6554>. The live or recorded webcasts may be counted toward the hours clerks and election officials need for recertification purposes.

We look forward to you joining us for the webinar on Wednesday . If you have any questions, please contact allison.coakley@wi.gov or (608) 261-2033. Thank you.

Wisconsin Elections Commissioners

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