

ABSENTEE VOTING IN SCHOOL DISTRICT ELECTIONS

1. Any qualified, registered elector may apply for an absentee ballot before noon on the day before the election. An absentee ballot may be requested later, but only under specified circumstances. [13-13-212](#), MCA
2. The application for an absentee ballot must be made in writing, using the form prescribed by the secretary of state (available on the OPI School Finance Election Resources webpage). The application must be delivered to the district clerk/election administrator. An agent for an individual with a disability or a third party may collect the elector's application and forward it to the administrator of the election.
3. An application will be sent by the school district clerk/election administrator to any elector requesting an application. The school district clerk/election administrator compares the signature on the application to the signature on the voter registration card. It is recommended that the school district clerk/election administrator work with the county election administrator for the best method of confirming signatures on applications. If convinced that the applicant is the same as the one whose name appears on the registration card, the district clerk/election administrator will deliver or mail the ballot. If the signatures do not match, refer to [13-13-213\(3\)\(b\)](#), MCA for the proper procedure.
4. As soon as ballots are available, the school district clerk/election administrator will immediately mail ballots to each elector from whom a valid application has been received, along with a secrecy envelope, free of any marks that would identify the voter, a self-addressed, return envelope with affirmation, and instructions.
5. The voter completes the ballots, signs the affirmation on the return envelope, places the ballot in the secrecy envelope, securely seals both the secrecy envelope and the return envelope, and mails the entire package or delivers it to the school district clerk/election administrator. Ballots must be received by 8:00 pm on election day.
6. Upon receipt of an absentee ballot envelope, the school district clerk/election administrator shall immediately attach the elector's application, if one is provided by the county election administrator, to the envelope and prepare the ballot materials for delivery to the polls or counting location.

[13-13-212](#), [13-13-213](#), [13-13-214](#) and [13-13-241](#), MCA



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