2025 SCHOOL BOARD ELECTION CALENDAR

The annual election for school districts shall be held between the second Tuesday in April and the third Tuesday in June (13-7-10 & 13-7-10.1). The days to the right are found to be the most common. A school district *may* choose an alternate date.

	APRIL 8
	Second Tuesday in April (a city may combine with you on this date)
Deadline for the **school board** to establish the election date. (13-7-10)	First regular meeting in January
Publish notice of vacancies and time and place for filing petitions each week for two consecutive weeks. (13-7-5, 13-7-10.4 & 05:02:04:14) **(NOTE:** confirm that all notices have been received and published by the paper ask for a confirmation email)	Between the dates of January 15th and 30th
Earliest date for the candidate to sign the declaration of candidacy, to begin petition circulation and earliest date to file nominating petition. Ensure the candidate is registered to vote in the correct school district. (13-7-10.2, 13-7-10.4, 13-7-6 & 05:02:08:11)	January 31st
Deadline for filing nominating petition. *If this is a **Friday**, please plan accordingly to be available to accept petitions. **Registered mail** is acceptable if postmarked by the deadline date and time. (13-7-10.2, 13-7-10.4 & 13-7-6) *After validating petitions, the business manager must sign a verification stating that the petition contains the minimum # of signatures and that the candidate is a resident voter.	(FRIDAY) Feb. 28th 5:00 pm
Deadline for submission of written request to withdraw candidate's name from nomination. If you will not have an election, you **DO NOT** have to publish anything further or notify our office. (13-7-7 & 05:02:07:05) Remember to issue certificates of election. See page 2 for more info.	Feb. 28th 5:00 pm
Deadline for Candidates, in **school districts with a total enrollment of more than 2,000 students**, to file the Candidate Financial Interest Statement (12-25-30). Within 15 days of filing a nominating petition, a candidate must file this statement with the person in charge of the election. A sample form can be found at sdsos.gov.	Within 15 days of filing nominating petition
Have you ordered your election kit? McLeod's Printing in Mitchell (605-996-5151) is the only company in SD that sells election kits. Check to see if you need to order absentee ballot combined envelopes. Absentee materials may not be included in the election kit. (05:02:10:01.03)	Order so you receive before absentee voting begins
Once you know you have an election, you must draw for candidate order on the ballot. Each candidate or candidate representative may be present. (13-7-13)	Draw after petition filing deadline
Don't forget to have your governing board appoint your Election Board. (13-7-12 & 05:02:05:11.01) You may use high school seniors (*must be 18 years old*) (13-27-6.1) Compensation for election board. (13-7-12) The county auditor may have election worker names.	Anytime
First publication of voter registration notice. Must be published for **two** consecutive weeks online and in your official newspaper. (12-4-5.2 & 05:02:04:04)	Between the dates of March 3rd & 7th
Second publication of voter registration notice. The last publication to be not less than ten nor more than fifteen days before the deadline for registration. (12-4-5.2 & 05:02:04:04)	Between the dates of March 9th & 14th
Deadline for voter registration. (12-4-5 & 12-4-5.2)	March 24th by 5:00 pm

Absentee ballots must be made available no later than 15 days prior to the election. (13-7-13) Sample ballots must be printed on yellow paper and we encourage you to put the word SAMPLE on the sample ballot. The paper ballot form can be found at 5:02:06:15.	March 24th
Publish notice of election that needs to be published each week for **two** consecutive weeks. First publication must be at least 10 days before the election. (13-7-8 & 05:02:04:15) (Note: Reminder that May 26th is Memorial Day, plan accordingly)	Weeks of March 24th & March 31st
Publish facsimile ballot in the calendar week before the election. The calendar week falls from the Monday to the Saturday of the week prior to the Tuesday of Election Day. (13-7-8 & 12-16-16.2 talks about the size for publication) (Note: Reminder that May 26th is Memorial Day, plan accordingly)	Week of March 31st
If using optical scan ballots: Not more than ten days prior to an election, the person in charge of the election shall conduct a test of the automatic tabulating equipment. ***Notice of the test, must be published at least 48 hours prior to the test.*** (12-17B-5 & 05:02:09:01.01) (Note: Reminder that May 26th is Memorial Day, plan accordingly)	Anytime between March 29th - April 7th
Deadline for a voter to **absentee vote in-person**. - during regular office hours or until five p.m. on the day before the election, **whichever is later**.	April 7th by 5:00 pm
A voter, who is confined due to sickness or disability, **may request an absentee ballot via authorized messenger until 3:00 pm the day of the election**. The ballot has to be returned to you in time for you or your staff to get it to the proper polling location by 7:00 pm.	APRIL 8 until 3:00 pm
ELECTION DAY! Polls open 7:00 am to 7:00 pm. (13-7-10) The **person in charge** of the election MUST BE AVAILABLE from 7:00 am until the ballots have been counted and all election materials and supplies have been returned to person in charge of election.	APRIL 8
Deadline for official **canvass.** (13-7-18) Certify the election results to the County Auditor **and issue certificates of election.** (13-7-9, 13-7-18, 05:02:15:10 & 05:02:15:11)	At the next meeting after the election
In **school districts with a total enrollment of more than 2,000 students**, an official must file an Elected Official Financial Interest Statement (3-1A-4). The financial interest statement is filed with the person in charge of the election and a sample form can be found at sdsos.gov.	Within 15 days of taking oath of office

Election Results must be published in the Board minutes within 60 days of the canvass. SDCL 13-7-30 and 31.

Oaths of Office: There is nothing in Administrative Rule that outlines the form/wording of an oath of office. Please work with your (city or school, depending on which calendar) attorney to write the oath. Also, there is nothing that clearly guides you as to when your officials must take the oath. Work with your attorney regarding this. Reference SDCL 13-8-14 for qualifying for office.
Note: If the school election is combined with a municipal election on a date other than the 2nd Tuesday in April, all dates follow SDCL 13-7 (except when combined with the county for a primary election). When combining, make sure to have a written agreement with the other jurisdiction determining who is responsible and who is paying for each election process.
Ballot color for combined elections: If combining, one ballot must be white, and the other jurisdiction will use a contrasting color (**do not use yellow** as that is the color for sample ballots). 05:02:06:18
Notify County Auditor: Contact your county auditor when you know you will have an election and ask if he/she can be available from 7:00 am to 7:00 pm on that date to answer questions regarding voter registration. (SDCL 7-7-2)
Missed Election Notices: We encourage any school that misses a publication to get it published and post the notice around their jurisdiction. The notice would still be considered late, and the election could still be challenged. Contact your school attorney if you miss a notice.
Petitions: To check the registration status of the candidate and petition signers (**Business Managers are required by law to do this for candidate petitions**), per 05:02:08:00, go to: http://cityandschoollookup.sdsos.gov/Login.aspx. If you forgot your username and password, or never had one, contact the Secretary of State's Election Team and we will provide one to you. Elections@state.sd.us or 605-773-3537.
Additional **election information** may be found at: https://sdsos.gov by clicking on **Elections & Voting** then the **City/School Resources** button.
Contact a member of the Secretary of State's Election Team with any questions at Elections@state.sd.us or 605-773-3537.