

**PORT WASHINGTON UNION FREE SCHOOL DISTRICT  
OFFICE OF THE DISTRICT CLERK  
ADMINISTRATION BUILDING  
100 CAMPUS DRIVE  
PORT WASHINGTON, NEW YORK 11050  
(516)767-5012**

**Procedure for Voting By Absentee Ballot**

Applications for absentee ballots may be obtained between the hours of 9:00 a.m. and 3:00 p.m. Monday through Friday, except holidays, from the District Clerk or downloaded from the School District website [portnet.k12.ny.us](http://portnet.k12.ny.us). Completed applications must be received by the District Clerk at least seven (7) days before the election **if the ballot is to be mailed to the voter**, or the day before the election, if the ballot is to be delivered personally to the voter. After review of the application by the District Clerk the ballot may be mailed or picked up personally **by the voter only**. No absentee voter ballot will be accepted or counted without a valid application form signed by the voter. Absentee ballots that do not reach the Office of the District Clerk at 100 Campus Drive, Port Washington, New York or the polling location at the All-Purpose Room of the Flower Hill section of the Carrie Palmer Weber Middle School, 52 Campus Drive, Port Washington, New York, by 5:00 p.m. on the day of the election, **March 10, 2015**, will not be canvassed.

Absentee ballots cannot be mailed before 30 days prior to the vote.

The only persons entitled to vote on **March 10, 2015** are "qualified voters" that is, persons who are citizens of the United States, at least 18 years of age, who have been residents of the Port Washington School District for a period of 30 days immediately preceding **March 10, 2015**. In addition, persons seeking to vote must be registered to vote. Registration is permitted daily, on days when school is in session, in the Office of the District during the hours of 9:00 a.m. to 3:00 p.m., up to and including **March 4, 2015**.

The register of qualified voters shall include qualified voters who have registered to vote previously and have voted in any annual or special school district meeting or election of the District within the four prior calendar years; and qualified voters of the school district who are registered with the Nassau County Board of Elections to vote in general elections, pursuant to the provisions of Article 5 of the Election Law.

# Application for Absentee Ballot

Application must be received by the District Clerk at least 7 days before the election if the ballot is to be mailed to the voter, or the day before the election, if the ballot is to be delivered personally to the voter.

State of New York  
City or Town of \_\_\_\_\_  
County of \_\_\_\_\_

} ss.: \_\_\_\_\_

I, \_\_\_\_\_ being affirmed say:

I reside \_\_\_\_\_  
Street number (if any) or town  
\_\_\_\_\_ and rural delivery route (if any)

I am a qualified voter of the School District in which I reside in that:  I am or will be on such date, over 18 years of age, a citizen of the United States and have or will have resided in the district for thirty days next preceding such date.

I will be unable to appear to vote in person on the day of the School District election for which the absentee ballot is requested because I am or will be on such day:

(Complete one of the following subdivisions)

**A.**

A patient in a hospital, or unable to appear personally at the polling place on such day because of illness or physical disability.

**B.**

Because my duties, occupation, business or studies will require me to be outside of the county or city of my residence on such day.

1. Where such duties, occupations, business or studies are of such a nature as ordinarily to require such absence, a brief description of such duties, occupation, business or studies shall be set forth in such application:

\_\_\_\_\_  
\_\_\_\_\_

2. Where such duties, occupation, business or studies are not of such a nature as ordinarily to require such absence, such application shall contain a statement of the special circumstances on account of which such absence is required.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**C.**

I will be on vacation elsewhere on such day.

I expect that such vacation will begin on \_\_\_\_\_ Date

and end on \_\_\_\_\_ Date

and will be at the following named place or places. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Name of Employer \_\_\_\_\_ Address \_\_\_\_\_

or self employed as a \_\_\_\_\_ Located at \_\_\_\_\_

or retired as of (date) \_\_\_\_\_

**D.**

I will be absent from my voting residence because

- I am detained in jail awaiting action by grand jury.
- I am awaiting trial.
- I am confined after conviction for an offense other than a felony.

**E.**

I am entitled to vote as an absentee voter in that I expect to be absent from the School District on the day of the School District election by reason of accompanying or being with the (check one)  spouse,  parent,  or child of, and reside in the same household with a person qualified to apply in that such a person (check one)  will be absent from the county of his residence due to his duties, occupation, business or studies and such absence is not caused by the fact that his regular daily place of business is located outside such county, or  will be absent due to vacation,  a patient at a hospital,  detained in jail,  confined due to illness or physical disability.

The person through whom I claim to be so entitled (check one)  has  has not applied for an absentee ballot.

**I HEREBY DECLARE THAT THE FOREGOING IS A TRUE STATEMENT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND I UNDERSTAND THAT IF I MAKE ANY MATERIAL FALSE STATEMENT IN THE FOREGOING STATEMENT OF APPLICATION FOR ABSENTEE BALLOTS, I SHALL BE GUILTY OF A MISDEMEANOR.**

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Date

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Signature of Voter or Mark