



DELBERT HOSEMAN
Secretary of State

TO: Circuit Clerks

FROM: Matt Grubbs
Director of Elections Administration/HAVA Administrator

CC: Heath Hillman, Assistant Secretary of State for Elections; Lindsay Leonard,
Elections Training Coordinator

DATE: August 17, 2012

SUBJECT: SEMS Half-day Absentee Balloting Training Session

The Secretary of State's office invites you to attend one of the "SEMS Half-day Absentee Balloting" training sessions listed on the attached pre-registration form. To reserve seating, each participant should complete and submit the attached pre-registration form. ***You must pre-register for the session you wish to attend, as space is limited.*** The training sessions can accommodate one (2) participants from the Circuit Clerk's office for each county. Please coordinate with your associates to determine who will attend. Since only 12 places will be available at each session, the sooner you register, the more likely you will be able to attend the session of your choice. If you are unavailable to come to Jackson to attend in person, you may opt for one of our online training sessions offered on Tuesday and Thursday. During the session, you will be able to follow along with the trainer online and listen to oral instructions by conference call (***instructions for the online training courses will be sent out prior to your session via email, so it is very important that you provide a legible email address on the registration form and check it prior to training.***) Please see the attached syllabus for specific details regarding the course.

The materials that you will need to bring with you to the class will be placed on the Secretary of State's secure website by September 1, 2012. The dates for the "SEMS Half-day Absentee Balloting" Sessions are as follows:

- September 17, 2012: 9:00 am – 12:00 pm & 1:00 pm – 4:00 pm
- September 18, 2012: 9:00 am – 12:00 pm & 1:00 pm – 4:00 pm (***Online Sessions Only***)
- September 19, 2012: 9:00 am - 12:00 pm & 1:00 pm – 4:00 pm
- September 20, 2012: 9:00 am – 12:00 pm & 1:00 pm – 4:00 pm (***Online Session Only***)
- September 21, 2012: 9:00 am – 12:00 pm & 1:00 pm – 4:00 pm

The time for each session is 9:00 a.m. to 12:00 p.m. and 1:00 pm to 4:00 pm and the sessions will be held in the Ladner Training Room at The Secretary of State's Office, 401 Mississippi Street, Jackson, MS, with the exception of online courses offered Tuesday and Thursday only. **Please fax or mail your completed registration form by September 14, 2012 to:**

Lindsay Leonard
MS Secretary of State's Office
Post Office Box 136
Jackson, MS 39205-0136
Lindsay.Leonard@sos.ms.gov
Phone: 601-359-6687
Fax: 601-359-5019 or Fax #2: 601-359-1499

If you have any questions or need assistance, please feel free to contact Lindsay Leonard at 601-359-6687, or myself at 601-359-6582. We look forward to seeing you at the training.



DELBERT HOSEMANN
Secretary of State

PRE-REGISTRATION FORM
“SEMS Half-day Absentee Balloting” Session

Please fill out one form for each training participant. The training sessions can accommodate (2) two participants from the Circuit Clerk’s Office in each county. Please pre-register for the session you wish to attend, as space is limited.

Please Print

NAME: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ SECONDARY PHONE: _____

COUNTY: _____

EMAIL ADDRESS: _____

CHECK ONE OF THE FOLLOWING THAT DESCRIBES YOUR POSITION/TITLE IN ELECTIONS:

- ____ County Circuit Clerk
- ____ County Deputy Clerk
- ____ OTHER (Please specify) _____

PLEASE CHECK THE BLANK BY THE TRAINING SESSION YOU PLAN TO ATTEND (*Please choose one date and time only*):

- September 17, 2012:
 ____ 9:00 am – 12:00 pm or ____ 1:00 pm – 4:00 pm
- September 18, 2012 (*ONLINE ONLY*):
 ____ 9:00 am – 12:00 pm or ____ 1:00 pm – 4:00 pm
- September 19, 2012:
 ____ 9:00 am – 12:00 pm or ____ 1:00 pm – 4:00 pm
- September 20, 2012 (*ONLINE ONLY*):
 ____ 9:00 am – 12:00 pm or ____ 1:00 pm – 4:00 pm
- September 21, 2012:
 ____ 9:00 am – 12:00 pm or ____ 1:00 pm – 4:00 pm

Please fax/mail your completed registration form by September 14, 2012 to the attention of:

Lindsay Leonard
MS Secretary of State’s Office
401 Mississippi Street
Jackson, MS 39205

Lindsay.Leonard@sos.ms.gov

Phone: 601-359-6687

Fax: 601-359-5019 or Fax#2: 601-359-1499

Class Title: **SEMS Absentee Balloting 2012 Training**

Audience Level: Two (2) participants from the Circuit Clerks Office for each county. There will also be an on-line training opportunity for those individuals who have not used the SEMS reporting in the past and need to train poll managers.

Time Duration: This is a ½ day session offered from 9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:00 p.m.

Objective: This course will review the absentee balloting process in SEMS as required law including processing an absentee ballot request, issuing a ballot, receiving ballots, absentee ballot reporting and posting of voter history when an absentee ballot is cast.

Materials: 2012 SEMS Absentee Ballot Processing Guide (posted on the Secure Site by September 1st).

Topic Overview:

- Setting up a Permanent or Military Absentee
- Issuing a Batch of Absentee Ballots
- Viewing Active Ballots
- Print Absentee Applications
- Preparing Absentee Ballots to be mailed
- Issuing Absentee Ballot to be mailed
- Receiving an Absentee Ballot
- Issuing In-House Absentee Ballot
- Making modifications to received ballots
- Receiving a Batch in an Existing Batch
- Accepting or Rejecting an Absentee Ballot

Additional Details: Location--- Mississippi Secretary of State's Office
401 Mississippi Street, Jackson, MS 39202
Ladner Training Room, 1st Floor
(Parking: 4th Floor and up in PERS Parking Garage, off President Street, please ask parking attendant for parking pass to place on dash)

Class Size --- 12 students