



## ***How to Organize Your Student Voter Registration List 2021-2022***

**In Pennsylvania**, 17-year-olds may register to vote only if they will be 18 by the upcoming election. Typically, this means that only about one-fifth of high school seniors can register before the November 2021 General Election; three-fifths will become eligible to register for the spring Primary Election, and most of the remaining fifth will be able to register for the November 2022 election.

The best way to target your voter registration efforts is to organize a spreadsheet of students that are eligible in each cycle.

**Download** - Use your school's student information system (SIS) to download key student data. Teachers may need to ask a school or district administrator to download this file for you.

Essential Data	Additional Useful Data
<ul style="list-style-type: none"> <li>● Name</li> <li>● Date of Birth</li> <li>● Homeroom/Advisory</li> <li>● Email</li> </ul>	<ul style="list-style-type: none"> <li>● Grade level</li> <li>● Social Studies Teacher/Section</li> <li>● Student ID # (if used in student email)</li> </ul>

### **Spreadsheet Setup and Sorting for Voter Registration Drives:**

1. **Open blank Google Spreadsheet.**
2. Click **File > Import > Upload > Select a file from your device** > Upload the data file to the spreadsheet.
3. Click **View > Freeze > 1 row** to keep a header row at the top.
4. **Add column headings** to track parts of your voter drive: Registered / Pledged / Mail-In Ballot / GOTV, etc
5. **Delete** unnecessary columns for privacy: Phone numbers, Parent Names, Addresses, etc.
6. **Sort** the entire spreadsheet by **Birth Date, A-Z** (oldest to youngest).
7. **Delete** any students born after November 8th, 2004

8. **Take note** of the total number of age-eligible students. You'll need it later to calculate your percentage registered.
9. Create three sheets and label the tabs [\(or download this template\)](#).
  - **Nov 2, 2021 General** (for students born on or before Nov 2, 2003)
  - **May 17, 2022 Primary** (for students born between Nov 3, 2003 & May 17, 2004)
  - **Nov 8, 2022 General** (for students born between May 18, 2004 & Nov 8, 2004)
10. Copy, paste, and freeze the same header row on each sheet.
11. Cut and paste the students eligible to register for each election into the appropriate sheet.
12. TIP: Use spreadsheet functions to track the numbers and percentages of registered voters.
13. TIP: We must not ask students their citizenship status, but if they make it known, it's a good idea to delete them from the sheet so your voter registration team doesn't ask them multiple times. Non-citizens may help register others!

With thanks and credit to: [tquinn@PAyouthvote.org](mailto:tquinn@PAyouthvote.org) for creating and sharing this information.

For questions, contact the Pennsylvania Department of State (717) 787-5280 ★ 1-800-VOTES-PA ★ [ra-voterreg@pa.gov](mailto:ra-voterreg@pa.gov) or County contact information is available at [www.vote.pa.gov/County](http://www.vote.pa.gov/County)