



**SCHOOLED**

# APPOINTMENT OF RETURNING OFFICER 2025 TRIENNIAL ELECTIONS

Email completed form to [election@schooled.nz](mailto:election@schooled.nz)

School Name \_\_\_\_\_ MoE Number \_\_\_\_\_  
Courier Address \_\_\_\_\_  
Phone Number \_\_\_\_\_

## CONTACT DETAILS

### Main Election Contact

Name \_\_\_\_\_  
Email Address \_\_\_\_\_  
Phone \_\_\_\_\_

### Electoral Roll Contact

Name \_\_\_\_\_  
Email Address \_\_\_\_\_  
Phone \_\_\_\_\_

### Principal

Name \_\_\_\_\_  
Email Address \_\_\_\_\_  
Phone \_\_\_\_\_

### Current Presiding Member

Name \_\_\_\_\_  
Email Address \_\_\_\_\_  
Phone \_\_\_\_\_

## ELECTION DETAILS

Current  
School Roll

Number Of Elected Parent  
Representatives In This Election

Preferred  
Election Date

School Student Management System (SMS)

Other: \_\_\_\_\_

Note: If you are uncertain of the number of Elected Parent Representatives to be elected at this election, contact Te Whakarōputanga/NZSBA or the Ministry of Education. Election date must be between 3rd and 19th September 2025, Schooled recommends an election date of 10th September as this will mean your election results are available before the end of Term 3.

The logo for Schooled, featuring the word "Schooled" in a bold, yellow, sans-serif font inside a yellow speech bubble shape with a tail pointing towards the top-left. The background is a dark green with white geometric lines.

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## ELECTION SERVICES

### Parent Representative Election

Our school chooses an ONLINE ELECTION

or

Our school chooses a MANUAL ELECTION

(Choose one only)

### Staff Representative Election

Our school appoints Schooled to run our Staff Election

### Student Representative Election

Our school appoints Schooled to run our Student Election

Note: When selecting online elections, parents who do not have an email address will be sent paper nomination and voting forms.  
Student Representative Elections are only applicable to schools with students at Year 9 and above.

## APPOINTMENT OF RETURNING OFFICER

- Regulation 7 of the Education (Board Elections) Regulations 2022 requires a School Board to appoint a returning officer for each board election to elect any parent representative, staff representative and/or student representative.
- **It is recommended that the school board pass a resolution appointing a returning officer for each of the elections required to be held.**
- One person may be the returning officer for more than one election. No person may be both a candidate and returning officer for the same election.
- The Returning Officer of record will be: Eric Yu, Schooled Limited, 89 Nazareth Avenue, Middleton, Christchurch 8024.

## AGREEMENT

The school board agrees to the terms and conditions supplied by Schooled Limited for the provision of election services.

The school board agrees to provide the information from the school's student management system required by legislation to enable Schooled Limited to conduct the school board election(s) as requested.

Name \_\_\_\_\_

Position \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_