



SCHOOL DIRECTOR ELECTIONS: POSTING CANDIDATE INFORMATION ONLINE

School districts with at least 1,000 students enrolled are required by Colorado law to post information about each board candidate “in a prominent area” on the school district’s website. C.R.S. 22-31-107(2.5)(a)(I).

Candidate information must be posted “as soon as practicable,” but no later than 60 days prior to the election. C.R.S. 22-31-107(2.5)(a)(II). **The deadline to post candidate information is Friday, September 5, 2025.**

Q1: Is there a required format for posting candidate information on the district’s website?

Yes. Information must be organized in alphabetical order by candidate surname and must include the following:

- candidate’s name
- residential address
- mailing address, if different from residential address
- telephone number
- email address, if any
- website address, if any
- image of the candidate’s written notice of intent to be a school board candidate

The district may provide hyperlinks to the Secretary of State’s website if any of the above information is posted there. C.R.S. 22-31-107(2.5)(a).

CASB’s sample form “[Notice of Intent to be a School Board Candidate](#)” includes all of the required information listed above. As a result, the district may choose to simply post the candidate’s written notice on its website to meet this statutory requirement.

Q2: Should the district “white out” the candidate’s signature or any other district official’s signature on the “Notice of Intent to be a School Board Candidate” form prior to posting the form on the district’s website?

Yes, both CASB and the Secretary of State’s office recommend removing or whitening out the candidate’s signature or any other signature prior to posting the “Notice of Intent” form, to better protect against identity theft.

Q3: Does the enrollment of students in the district’s online school count toward the 1,000 student enrollment criteria?

Yes, the statute provides that if the district has at least 1,000 students “enrolled,” it must follow this posting requirement. C.R.S. 22-31-107(2.5)(a)(I).



Q4: If the school board cancels the school board election, does the district still have to post the candidate information online?

No. Once the board cancels the election, the candidates are deemed “elected by acclamation,” and, therefore, the online posting requirement no longer applies. C.R.S. 1-5-208(1.5), (6). For this reason, the district’s designated election official (DEO) may want to wait to post candidate information until it’s determined if the board election will be canceled. Such determination may be made after the close of business on **Tuesday, September 2, 2025**. See CASB’s “[Checklist to Cancel the Board Election](#)” for more information.

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