



Monroe County Community School Corporation
A Tradition of Excellence

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September 12, 2006

To: High School Principals

From: Michael Shipman
Director of School Operations

RE: Military Recruiting Guidelines **Updated**

In order to comply in a consistent manner to the requirements of NCLB, the National Defense Authorization Act and Indiana Code as they relate to military recruiting please review your practices and align those practices with these guidelines.

Notice of Access to High School Student Information by Military Organizations

1. Send the "Notice of Access to High School Student Information by Military Organizations" to parents in opening of school year packets. *Note that this notice is modified for the 2005-06 school year in order to clarify that the form must be submitted annually by parents.*
2. Create an electronic list of students whose parents submit the form prior to September 15th.
3. Submit that list to Information Services who will create an MCCSC file to be sent on October 1st to a military clearinghouse that will in turn distribute the list to all branches of the military.
4. No other lists should be sent to the military by individual school buildings.

Visitations by branches of the military should be scheduled at a rate of no more than one visit per semester per branch of service. Displays should be placed outside of the cafeteria area during lunch periods. Classroom visitations for the purpose of recruitment are not allowed.

Military recruiters may not circumvent the intent of the military information opt out request made by parents. This specifically includes enticing students to give their directory information to recruiters while on the school site. Recruiters may ask for a student name and then check their listing of students that did not opt out to locate the directory information. Recruiters may give the students their contact information so that the students may initiate contact with the recruiter or the recruiting office. Please note that this is NOT a denial of access to appropriate student directory information. The military has a complete list of students whose parents did not "opt out".