



Monroe County Community School Corporation
A Tradition of Excellence

Director of School Operations • 315 North Drive • Bloomington, IN 47401 • 812/330-7700 • FAX 812/330-7813

Michael Shipman
Director of School Operations

January 13, 2006

SENT TO ALL MILITARY BRANCHES ON THE ABOVE DATE

RE: Military Recruiting

As a follow up to a recent meeting with area Indiana Army National Guard recruiters, I would like to reiterate the position of the Monroe County Community School Corporation with regard to Military Recruiting in our corporation. 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, our school corporation will adhere to the following guidelines and practices:

- A form entitled "Notice of Access to High School Student Information by Military Organizations" will be sent to parents in opening of school year packets. This notice has been modified for the 2005-06 school year in order to clarify that the form must be submitted annually by parents.
- MCCSC will create a list of those students whose parents have returned the signed 'opt out' letter. This list will be sent on October 1st to a military clearinghouse that will in turn distribute the list to all branches of the military.
- No other lists will be sent to the military by individual school buildings. The list will come directly from our Information Services Department.

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. I encourage you to work with each High School Principal to arrange a military information night at each school. Those arrangements must include provisions for MCCSC to screen out contact information of students on the opt out list.

Please be aware that 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 solicit names from students. This will allow recruiters to reference that name with the allowed contact list that was sent on October 1st. 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".

Please review your existing procedures in order to comply with these guidelines. Also, please examine forms and/or lists created during previous visits within MCCSC and remove information of students not listed on the allowed contact list.

Sincerely,

Michael Shipman
Director of School Operations