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Recruiting Activities on Campus

II. Access to Students on School Grounds

A. Campus Recruitment Visits by Recruiters:

1. All recruiters must contact the College Coordinator (generally the Career Counselor, Career Coordinator, or Vice Principal) at each high school in advance to make an appointment for a mutually convenient time for an on-campus visit. Unannounced, unscheduled visits are not permitted.
2. Recruiters will follow the same rules regarding visitor check-in as do other visitors to the school.
3. Recruiters must wear visitor identification at all times on school grounds.
4. The high school will determine the location within the school for the visit. All recruiters shall be provided comparable locations during their recruiting visits.
5. Recruiters shall only display or distribute materials that contain age-appropriate information for students.
6. Recruiters shall not:
 - a) Interfere with the educational process, engage in any activity that creates a substantial disruption or likelihood of substantial

ability to engage in their learning environment;
 - b) Solicit personal information from students who do not approach the recruiter;



Administrative Directive 6.20.041-AD

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change on the registration/verification form. If, however, the information has already been provided to the military, families must contact the military to ask that the name be removed from contact lists.

C. District Reporting of Data to Recruiters

1. The district will centrally compile the required information from registration and verification forms.
2. Individual schools will not provide lists of student information to recruiters.
3. All requests from military recruiters for lists of junior and senior student information will be directed to Information Technology. Requests for individual student information may be handled at the school level with the recruiter providing a release of information signed by the student and/or parent/guardian.
4. Lists of juniors and seniors who have not opted out of disclosure will be provided to recruiters upon request to Information Technology after October 1 of each school year. The lists will contain student name, address and phone number.

D. Transcripts and Ad



Recruiting Activities on Campus

IV. Information for Students About Military Services

- A. On at least an annual basis, high schools will send home information with students about military service. This information will be prepared by the district.
- B. Libraries and resource centers may contain and accept military information, books and documents. United States Armed Forces recruitment pamphlets, forms and posters may be accepted and retained in the same manner as pamphlets, forms, and posters of colleges and universities.
- C. Scholarships, awards, and grants may be accepted by students and schools and may be announced by the providing branch of the military at appropriate assemblies in the same manner that other scholarships, awards and grants are announced.
- D. Career development materials and tests relating to the United States Armed Forces may be used by the schools in the same manner as materials by other institutions.