

Tucson, Arizona ADMINISTRATIVE GUIDELINES	TITLE: University, College, Technical School, Military Recruiters on High School Campus
	DEPARTMENT: Academic Excellence



The purpose of a school visit from a University, College, Technical School or Military is to meet counselors or college advisors, and to provide students with general information about their institution. It is helpful if counselors have a solid foundation of knowledge about the options available to the students in the school and to be able to answer students' questions or direct them to the Admissions Office of an institution.

Each school shall designate an area in the career office for recruitment information. Included in this area are recruitment flyers, applications, contact information and information regarding career fairs and visits from the institutions. Additional areas of the school may be designated for large group recruitments or fairs.

Coordination of visits

All organizations must coordinate with the Counseling Office of each high school to set-up visits, student appointments, testing, etc.

- All organizations will have equal access to the students.
- No one organization may visit a high school more than once a month. The Principal may adjust the number of visits based on special circumstances.
- All materials provided to the students on school property must be reviewed by the Counseling Office.
- Students are responsible for initiating signup to meet with recruiting organizations.
- All recruiters must sign-in with the office and wear a visitor’s badge.
- All recruiters will be assigned a location and all recruitment activities must be contained within that designated area.
- No pictures may be taken of prospective students.
- Transactions involving the exchange of money are prohibited, as are contests, drawings or lotteries.
- All testing of students must be approved by the school Principal and prearranged with the counseling office. Parents/guardians will be informed if their child chooses to take the Preliminary Scholastic Aptitude Test (PSAT)/National Merit Scholarship Qualifying Test (NMQT) and/or the Advanced Placement test(s) (AP). Exhibit 2

Parent Notification. Parents must complete a written permission form in order for students to take the Armed Services Vocational Aptitude Battery (ASVAB). Exhibit 3 – Parent Permission Form. School Counselors will facilitate this process.

Recruiters Access to Student Information

Tucson Unified School District receives Federal monies under the Elementary and Secondary Education Act of 1965 (ESEA) which gives military recruiters the same access to secondary school students as they provide to postsecondary institutions or to prospective employers. TUSD high schools are required to provide students' names, addresses, and telephone listings to recruiters; however, parents or guardians may opt out of this request by submitting a signed request to the Principal.

Complaints

All complaints regarding recruitment practices must be referred to the Principal.

Authorized by the Superintendent: February 18, 2005

Revision: April 10, 2006

Review:

LEGAL REF.: § 9528 of the ESEA (20 U.S.C. § 7908), as amended by the No Child Left Behind Act of 2001 (P.L. No. 107-110); 10 U.S.C. § 503, as amended by § 544 of the National Defense Authorization Act

