GUIDELINES
for MILITARY
RECRUITERS

CONTACT PERSON: Principal
The NLHS Principal should be contacted about hosting special large group presentations or any other concern not covered by the following guidelines.

CLASSROOM PRESENTATIONS: Recruiters will be given a copy of the Master Schedule for the current school year. If you desire to speak to a particular class, please leave a note in the teacher's mailbox to request a phone call and/or meeting during that teacher's planning period. Please allow at least two days for the teacher to get back to you since teachers check their mailboxes at different times. After speaking with the teacher, please respect the teacher's willingness or unwillingness to take class time for your presentation. If the teacher permits you to speak to a class, please plan to stop at the front office to receive a visitor's tag before going to the classroom on the day of the presentation.

LUNCH VISITS: Please call the guidance secretary to schedule a lunch visit. We only allow one lunch time exhibitor per day so it is imperative that you call in advance to schedule your lunch visit.

INDIVIDUAL VISITS WITH STUDENTS: You will not be allowed to meet individually with students during the school day.

STUDENT RELEASE TIME FOR PHYSICALS/ASVAB/PROCESSING: Students may receive up to two excused absences (days) for school time missed. The student should bring back appropriate documentation to secure the excused absence. Recruiters will not be permitted to pick up students at school. Therefore, recruiters should contact the student and his family to determine travel arrangements.

LETTERS, FORMS, ETC.: Please contact the guidance secretary for transcripts. Please leave letter requests with the guidance secretary. The appropriate counselor will contact you when the letter is ready.

Adopted by NLHS SBDM Council, February 2006