

STUDENT DIRECTORY INFORMATION PROCEDURE

The Laconia High School Principal will send a letter to each parent of students in the 11th and 12th grade notifying them of the requirements of the No Child Left Behind Act. This federal legislation mandates that every high school provide student directory information consisting of name, address, and telephone number to military recruiters and institutions of higher learning unless the student or the parent request that their names not be listed. Each parent of a student under the age of eighteen or eighteen-year-old student will be given the sufficient opportunity to have the student's name excluded from released list. After the parents and students have had a chance to return the request that their students name be eliminated from the released information, the high school principal will develop the master list that will be given the military recruiters and institutions of higher learning. Prior to the list being released, parents will be notified that the list will be released on a specified date.

After Laconia High School has gone through this process the first time and developed the original list, the high school principal will notify the parents of students who have completed 10th grade during the summer to explain the process. The incoming 11th grade student's names will be added to the list that will be released to the military recruiters and institutions of higher learning only after all parents are again invited to have their students name excluded from the list.

Adopted: March 18, 2003