

TITLE: Access to Schools and Students by Institutions of Higher Education, Prospective Employers, and Military Representatives

NUMBER: BUL-2442.1

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POLICY: This policy provides guidance for schools regarding access to campus by institutions of higher education, prospective employers, and military representatives.

MAJOR CHANGES: This bulletin replaces Bulletin 2442.0, dated April 24, 2006, and BUL-2067.0 Military Access to Schools, dated October 21, 2005, which contains updated information consistent with applicable law and regulations.

PURPOSE: The purpose of this bulletin is to communicate the District's policy regarding access to schools and students by representatives of institutions of higher education, prospective employers, and military branches.

This bulletin updates the policy of the Los Angeles Unified School District with regard to access to schools and students by representatives from institutions of higher education, prospective employers, and military branches who may provide students with information about college and/or careers. The District is committed to protecting students' rights and providing options and opportunities for students.

GUIDELINES: The following guidelines apply:

I. Introduction

All visitors to school campuses, including representatives from institutions of higher education, prospective employers, and military branches, must follow District and school rules and regulations regarding visitors.

ROUTING

Administrators of Instruction
Directors
Secondary Principals
Secondary Assistant
Principals
School Counselors
Counseling Coordinators

II. Access to Schools

- A. The school principal/designee has discretion to determine whether to grant access to the campus and the degree of access for any visitor (Board Rules 1265, 1268; Bulletin No. 1325). Visitors must check in at the school's main office before entering the campus. For representatives from institutions of higher education, prospective employers, and the military, access must be equitable. It should be noted that all visitors to school campuses, including members of the military, representatives from higher education, and prospective employers, must follow all District and school rules and regulations regarding visitors.

Reasonable regulations on visitor access may include, but are not limited to, the following:

1. Specified time limits;
2. Location limits (e.g., career fair area, guest speaker in participating classrooms, or designated assembly space);
3. Limits on distribution of materials (e.g., provide advance copy to site administrator prior to distribution, do not block students from accessing campus facilities while distributing, do not ask students/school employees to distribute materials on campus, distribution limited to certain areas to minimize disruption to educational operations).

B. Secondary schools should ensure the following:

1. Provide opportunities for students to have access to postsecondary institutions, prospective employers, and military representatives, consistent with Board Rules and District policy. Principals may establish objective criteria for this access, including allowing for participation in college or career fairs on a first-come, first-served basis, or providing multiple events by theme or category (e.g., four-year universities, two-year colleges, public employers, non-profit employers, private employers, military branches, etc.).
2. Ensure that on-campus access to prospective employers includes military services representatives (U.S. Army, Navy, Air Force, Marine Corps, Coast Guard, Space Force, their respective

reserve components, the National Guard, the State Guard, and the active militia) (Education Code section 49603). Military recruiters have the same access to high school students as institutions of higher education or prospective employers (10 U.S.C. section 503(c)(1)(A)).

3. Comply with applicable laws and regulations regarding students' privacy rights. Student information should not be disclosed to third parties without the parent/legal guardian/ educational rights holder's consent or separate legal authorization.
 - a. Parents/legal guardians/educational rights holders, or students who are 18 years old or older, are annually notified of their right to opt out of the disclosure of directory information. This includes disclosures to institutions of higher education, prospective employers, and military recruiters.
 - b. Under federal and state law, authorized recipients may access students' directory information after the opt-out period. The Office of Data and Accountability processes these information requests. If a school receives a request for student contact information from an institution of higher education or a military recruiter, please refer the requester to the Office of Data and Accountability.

C. College and/or Career Fairs

Schools may host college and/or career fairs to share information with students and families about postsecondary options. Schools must ensure that military representatives have the same access as representatives from institutions of higher education and other prospective employers.

Please see the [College and Career Fair Planning Toolkit](#) to support College and Career Fair planning.

D. Visiting Speakers

Visiting speakers may speak to groups of students on District premises only before a class, an officially organized class, an officially chartered club, or an officially scheduled assembly, meeting, or activity. Requirements for visiting speakers include, but are not limited to, the following:

1. A speaker may address a class only if invited to do so by the teacher. The teacher shall have notified the principal and received prior consent.
2. A speaker may be invited to address the official membership of a recognized club at the regular time and meeting place of the club only if the club membership and the faculty advisor, as well as the principal, have given prior approval.
3. A speaker may address an officially scheduled assembly, meeting, or activity for students only if the principal has approved the permission in advance.

E. Rights and Responsibilities of Students

1. Students have the right to receive factual and comprehensive information from representatives from institutions of higher education, prospective employers, and military branches.
2. Students should research and compare postsecondary education and career options and work with their counselor to seek out information about different opportunities.

F. Rights and Responsibilities of Visitors

1. Obtain approval in advance from the school principal/designee before distributing any materials on campus, and do not have students distribute recruitment materials or recruit other students while on campus.
2. Follow all applicable District and school visitor guidelines.
3. Obtain approval in advance from the school principal/designee before distributing any materials on campus, and do not have students distribute recruitment materials or recruit other students while on campus.
4. Do not bring equipment or vehicles on campus unless the Office of Risk Management has approved the request in advance.
5. Obtain approval in advance from the school principal/designee before bringing any materials intended to be distributed on campus;

6. Respond to requests for information, including providing translation services where necessary.

AUTHORITY: This is a policy of the Los Angeles Unified School District.
10 U.S.C. section 503
20 U.S.C. section 7908
Family Educational Rights and Privacy Act, 20 U.S. Code section 1232g
California Education Code sections 35160, 49603

RELATED RESOURCES: [College and Career Fair Planning Toolkit](#)
Board Rules 1265, 1268
“Visitors to School Campuses and Locked Campuses During Class Hours at All Schools,” BUL-6492.2, dated February 21, 2017.
“Pupil Records: Access Confidentiality, and Notice of Educational Rights,” BUL-6887.1, dated March 6, 2019.

ASSISTANCE: For additional support or information, please contact the Division of Instruction:

- **Military-related inquiries:** Secondary Instruction at (213) 241-4822
- **College and career-related inquiries:** A-G Instructional Accountability & Intervention at (213) 241-5218
- **Workforce-related inquiries:** CTE-Linked Learning at (213) 241-0374