

To: Notice to Teachers  
From: Superintendent's Office  
Subject: Registration of outside speakers

In nearly every school, it is customary for visitors and speakers within the school to be registered or introduced to the principal's office. There are frequently important and interesting people who have come to Manzanar who have a valuable contribution to offer to the school classes. For two reasons, these people should be registered at the principal's office before they speak:

1. The speaker may have a talk that may be of such interest that several classes should be called together for a joint assembly.
2. Not every person who comes to the project would have the approval of the Education Department as a speaker for the Manzanar school children.

MISS POTT'S HALL B.

From now on, will every teacher who wishes to bring into the class someone outside of regular school staff members please register the speaker, topic, time and place of the speech with Miss Potts in the high school office or with Mr. Simpson in the elementary office or with Dr. Strong in the Adult Education office. This will keep us informed of the visitors who are in our school and will provide the means of official approval of our speaking visitor. The registration should be 24 hours in advance of the event.

Thank you for your cooperation.

Genevieve W. Carter  
Superintendent of Education