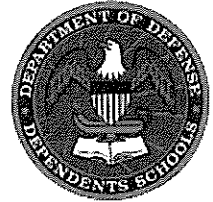




DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE DIRECTOR, EUROPE
UNIT 29649, Box 7000
APO AE 09002-7000



December 17, 2009

MEMORANDUM FOR DISTRICT SUPERINTENDENTS, DODDS-E
HIGH SCHOOL PRINCIPALS

SUBJECT: Access to High School Students and Information on Students by Military Recruiters

The No Child Left Behind (NCLB) Act of 2001 requires that US Public Schools provide armed forces recruiters the same access to student contact information and facilities as the school provides to admissions offices of colleges and universities. At the beginning of SY 09-10 DoDEA and the DoD Office of Accession Policy cooperated to develop a process for a centralized collection and distribution of this information to the military recruiting commands with the intent of reducing school level time and work requirements associated with responding to recruiter requests and ensuring compliance with privacy and with the spirit of NCLB requirements.


Under the agreement reached between DoDEA and DoD Office of Accession Policy, DoDEA provides the Office of Accession Policy with one list of 11th and 12th graders for the DoDEA schools in October of each year – schools are no longer required or authorized to provide the list to the recruiters. Student information is extracted from the DoDEA SIS databases at the end of October and consolidated into one worldwide list by country and school. This final list is transmitted to the Office of Accession Policy who in turn forwards the DoDEA list to each Service Recruiting Command. This year the list was passed to the Recruiting Commands on November 8th.

While DoDEA must provide this information, it is equally important that the privacy wishes of students and parents be observed. To this end, school administrators and counselors must be proactive in informing parents and students of "Opt-Out" procedures. School procedures in supporting this policy and in responding to requests from recruiters:

1. Provide the attached DoDEA form to all sponsors or students enrolling in grade 11 and 12 at the beginning of each school year, upon arrival of new students, during registration and any other points determined appropriate by the principal and counselor.
2. Record the information provided in the student database system. Contact the DoDDS-E or district SIS ET for guidance.
3. Schools are not required or authorized to provide student contact information lists to recruiters. Recruiters asking for student contact information lists should request this information through their chain of command.

4. Additional information regarding the "Opt Out" requirements may be found at:
<http://www.ed.gov/policy/gen/guid/fpc/pdf/ht100902b.pdf>

Requests for additional information or explanation may directed to my attention.
Thank you.



Harvey R. Gerry
Chief of Staff, DoDDS-E

When completed, information contained in this report is protected by the Privacy Act of 1974.

Request Non Disclosure of High School Student Personal Information To Military Recruiters

Based upon DoD Instruction 1304.24, "Use of Directory Information on Secondary School Students for Military Recruiting Purposes", and DoDEA Systems Notice 26, schools are required to provide armed forces recruiters access to 11th and 12th grade students information (name, address, and telephone listing). Upon request by military recruiters, DoDEA officials must provide high school student names, addresses, and telephone listings unless a parent or student (18 years old or older) requests that this information not be released. The deadline for turning in this form is 1 Oct of year and you must resubmit each year.

Student's name: _____

School name: _____

I object to the release of the name, address, or telephone number of [**print name of student**] _____ to military recruiters this school year. I understand that to change this election, , the principal must receive notice in writing signed by the parent of the student who is age 17 or under, or by the student if the student is 18 or over, stating in writing that this election is no longer in effect and that the student information may be released to military recruiters

Signature of parent or student (18 years old or older): _____

Printed name of parent or student: _____

Date: _____

Registrar:

- 1) Aspen X2: Please check the box at the bottom of the Form 600 registration screen if the parent/student completes this form.
- 2) SMS: Please mark the check-box on the DoDEA registration page if the parent/student completes this form.