



STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

MEMORANDUM

TO: District Superintendents
Accountability Directors
Technology Directors
PowerSchool Coordinators
Title I Directors

FROM: Dan Ralyea
Director, Research and Data Analysis

DATE: April 18, 2023

RE: Military Recruiter Directory Information Access Second Collection

Military Recruiters from the following branches: Navy, Coast Guard, Marines, Army/Army Reserve, National Guard, and Air Force have entered into a memorandum of understanding to create a centralized process for the request and release of directory information. The U.S. Army Recruiting Battalion (USARB) is managing that process. USARB have agreed to request this information from the South Carolina Department of Education (SCDE). SCDE has agreed to act as their designee and request this data from school districts. Districts complying with the data request through SCDE should not receive any supplemental requests from requests from recruiters at the district or school level.

Please load a CSV file containing requested information for all currently enrolled 10th and 11th grade students (who have not submitted an opt-out) with the following column headings: Grade Level, District Name, School Name, Student Name, Street Address, City, State, Zip Code, Telephone Number, and email address provided by the school, if available. Please load this CSV into the Accountability Coordinator Folder in the Advance Data Transfer System (ADT) by Friday, May 12th. Please label the file Military_XXXX.csv where XXXX is the district code.

Please contact Dan Ralyea Dralyea@ed.sc.gov with questions.