



**STATE OF SOUTH CAROLINA**  
**DEPARTMENT OF EDUCATION**

**MEMORANDUM**

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

**FROM:** Dan Ralyea  
Director, Office of Research and Data Analysis

**DATE:** April 16, 2024

**RE:** Military Recruiter Directory Information Access Second Collection

South Carolina Department of Education (SCDE) entered into a Memorandum of Understanding (MOU) with the Department of the Army to provide directory information in compliance with Section 8025 of Every Student Succeeds Act (ESSA). The school districts that receive ESSA funds are required to perform the following actions:

- 1) Provide the name, address, and telephone number of every student in secondary school served by the district unless a parent requested in writing to be excluded from the release.
- 2) The district must provide an opt-out process by which a parent may provide a written request that the information not be released without written permission from the parent.
- 3) The district must inform parents of their right to opt-out.
- 4) The district must provide the same access to military recruiters provided to colleges and employers.

The National Defense Authorization Act for Fiscal Year 2021 (effective January 1, 2021). Under 10 U.S.C. § 503(c)(1)(A)(ii), any local education agency receiving assistance under the Elementary and Secondary Education Act shall provide access to

“secondary student names, addresses, electronic mail addresses (which shall be the electronic mail addresses provided by the school, if available), and telephone listings. . . .” (emphasis added). “Each [LEA] shall notify parents of the rights provided under the preceding sentence.” 10 U.S.C. § 503(c)(1)(B)

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To be in compliance, all items of directory information must be released, unless a “student, or parent of a student, has submitted a request to the [LEA] that the student’s information not be released.”

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 (Last, first), 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 17, 2024. Please label the file Military\_XXXX\_may24.csv where XXXX is the district code.

The District Data Governance Group has developed a query and report to support this initiative. The following link will generate the requested data for most districts.

[Military Recruiter Report - Google Drive](#)