

## MEMORANDUM

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

**FROM:** Dan Ralyea  
Chief Information Officer

**DATE:** April 8, 2025

**RE:** Military Recruiters – Spring 2025

Military Recruiters from the 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 requesting and releasing directory information. The U.S. Army Recruiting Battalion (USARB) is managing that process and has agreed to request this information from the South Carolina Department of Education (SCDE). SCDE, acting as the recruiters' designee, will request the necessary data from school districts. Districts that fulfill the data request through SCDE should not receive additional requests from individual recruiters at the district or school level.

Please upload a CSV file containing the requested information for all currently enrolled 10th and 11th grade students who have **not** submitted an opt-out. The file should include the following column headings: Grade Level, District Name, School Name, Student Name, Street Address, City, State, Zip Code, Telephone Number, and School-Provided Email Address (if available).

Upload the CSV to the **Accountability Coordinator folder** in the **Advance Data Transfer (ADT) System** by **Friday, May 9th**. Name the file **Military\_XXXX.csv**, replacing "XXXX" with your district code.

If you have any questions, please contact SCDE Chief Information Officer, Dan Ralyea at [Dralyea@ed.sc.gov](mailto:Dralyea@ed.sc.gov).