



Joel I. Klein
Chancellor

September 16, 2008

TO: Principals, Children First Network Leaders, Integrated Service Centers Executive Directors, Deputy Executive Directors of Operations, Senior Youth Development Directors, and Safety Administrators of Integrated Service Centers

FROM: Joel I. Klein, Chancellor

SUBJECT: MILITARY RECRUITMENT DIRECTIVE

The No Child Left Behind Act requires the New York City Department of Education to provide the names, addresses, and telephone numbers of 11th and 12th grade high school students to military recruiters and institutions of higher learning that request this information, except where the parent or student notifies us that he/she does not consent to release of this information. The law also requires that we give military recruiters the same access to 11th and 12th grade students that is generally provided to post-secondary educational institutions and prospective employers.

The following sets forth procedures that schools must follow with respect to opt out letters and military recruitment in the schools. It is important that this memorandum is carefully reviewed and that referenced procedures are followed.

OPT-OUT NOTIFICATION

While we are committed to protecting the privacy of our students, we must comply with the law. Unless a parent or student notifies the Department of Education in writing that he/she does **not** consent to the release of the student's information, we must disclose the child's name, address, and telephone number to military recruiters and institutions of higher learning at their request.

Therefore, the attached letters must be distributed to all parents and students in the **11th and 12th grades**. The parent letter must be mailed to the home, and the student letter must be distributed in school **between the dates of September 17, 2008 and October 3, 2008**.

As of the 2008-2009 school year student information will be provided to military recruiters centrally from the Department of Education during the first week of November, therefore, eliminating the need for individual schools to provide this information directly to recruiters.

Procedures to Follow

Each principal must mail the attached parent opt-out letter to parents, and distribute the attached student opt-out letter to students, according to the following instructions.

- Order parent address labels for ALL 11th AND 12th GRADE STUDENTS through ATS.

- Photocopy on school letterhead the attached PARENT letter and opt-out form and send by first class mail **between September 17, 2008 and October 3, 2008** to the parents of ALL 11th AND 12th GRADE STUDENTS.

Photocopy on school letterhead the attached STUDENT letter and opt-out form and distribute **between the dates of September 17, 2008 and October 3, 2008** to ALL 11th AND 12th GRADE STUDENTS. If possible, students should be given time in homeroom or advisory to read the letter and fill out the form if desired. Guidance should be provided to students who request it. Enter the names of students who have opted out and/or whose parents have opted them out into the ATS system. Schools should use the ATS function, UPCO, to enter the opt-outs.

As indicated above, the provision of this information will be centrally disseminated to all branches of the armed forces during the first week of November. Therefore schools should inform military recruiters who directly request student information to contact their supervising officers in regard to the protocol for the procurement of these lists. Any further questions from military recruiters may be directed to Lilian Garelick, Office of School and Youth Development, Director of Mandated Responsibilities; e-mail: lgareli@schools.nyc.gov or telephone: (212) 374-6095.

- Requests from institutions of higher education will continue to be made directly to schools. In order to generate this information, schools may use the ROPO Report on ATS. Schools will select the “Report for Institutions of Higher Education” option. Care should be taken to send the appropriate reports, as students may be opted out of either Military Recruiters or Institutions of Higher Learning.
- Schools should designate a staff member who will serve as the point person and who will create a system to ensure that when lists are prepared for either Institutions of Higher Education or Military Recruiters the students who have opted out of each program have been excluded from the appropriate list.
- Students who enroll in either 11th or 12th grade after the letters are mailed to parents and distributed to students must be given the opt-out letters as part of the admission/orientation packet and must be asked to return the forms within two weeks of their enrollment. In addition, the opt-out letter must be mailed to the parents of these students.
- Contact information of students who have not opted-out will be shared with military recruiters during the first week of November.
- **THERE IS NO DEADLINE FOR OPT-OUTS. PARENTS AND STUDENTS MAY EXERCISE THEIR RIGHT TO OPT-OUT AT ANY TIME DURING A STUDENT’S SCHOOL CAREER.**
- Unless an opt-out form is received, the DOE must provide student contact information on request.
- Opt-out letters may be distributed multiple times during the school year at your discretion.

Opt-out letters for parents in eight languages are available on the DOE Office of School and Youth Development website:

<http://portal.nycboe.net/sites/FinanceAdmin/OSYD/SchoolPortal/StudentSupportServices/NCLB/default.aspx>

Recruitment

Federal law also requires schools to give military recruiters the same access to students as is given to other educational institutions and prospective employers. All visitors must follow the procedures in the building safety plan, including signing in and out and holding meetings only in

designated locations. No visitor should be given unfettered access to students in classrooms, cafeterias, gyms, or other areas of the school building. Information about opportunities in the military should be posted in the same manner and same areas that other educational and career information is posted. **Please ensure that classroom time is used only for instruction.** You should generally provide students with information about career, educational, or military opportunities in forums dedicated to that purpose.

A list of “Frequently Asked Questions” (FAQs) has been prepared to assist guidance counselors and college and career offices in addressing students’ questions regarding their rights under NCLB with respect to military recruitment in the schools. Please distribute these FAQs to the appropriate school offices. The FAQs are available on the Office of School and Youth Development website:

<http://portal.nycboe.net/sites/FinanceAdmin/OSYD/SchoolPortal/StudentSupportServices/NCLB/default.aspx>

Thank you for your continued efforts in ensuring that your students and parents receive the necessary information and that the appropriate confidentiality is maintained.

All questions related to this memorandum should be directed to Lilian Garelick, 212-374-6095 or lgareli@schools.nyc.gov.

Attachments

cc: Kathleen Grimm
Marcia Lyles
Eric Nadelstern
JoEllen Lynch
Elayna Konstan
Michael Best
Lilian Garelick

Dear Student:

Federal law requires the New York City Department of Education to provide names, addresses, and telephone numbers of 11th and 12th grade high school students to military recruiters and institutions of higher education that request this information, except where you or your parent notifies us that you do not consent to the release of this information.

While we are committed to protecting the privacy of our students, we must comply with the law. Unless you notify the Department of Education **in writing** that you do **not** consent to the release of your information, we must disclose your name, address, and telephone number to military recruiters and institutions of higher education that request this information about our students.

If you do **not** want your name and contact information disclosed to military recruiters and institutions of higher education, you **must** fill out the attached form and return it to your guidance counselor by **October 17, 2008**. Please note you may withhold your information from military recruiters, institutions of higher education, or both. If you do not return the form, we are required to release your contact information to military recruiters and/or institutions of higher education upon their request.

Please be aware that you can change your options at any time. If you do not submit the form now, you may still opt out at **any time** during your school career and decide not to release your information. Please advise the principal in writing if you change your decision at a later date.

Your parents also have the right to request that your information not be disclosed and a separate notice has been sent to them. We urge you to discuss this matter with your parents.

Thank you.

Sincerely,

Dear Student,

This form allows you to opt out of releasing your information - name, address, and telephone number - to military recruiters and/or institutions of higher education that request this information.

If you do **not** consent to the disclosure of this information, you **must** fill out the attached request form and return it to your guidance counselor by **October 17, 2008**. If you do not return the form by this date, we will release your information upon request. However, please be aware that if you choose not to return the form at this time, you may do so at **any time** during your school career and the request for non-disclosure will be honored.

Thank you for your cooperation.

Sincerely,

STUDENT OPT OUT FORM

Please complete the following if you do **not** consent to the release of your information - name, address, and telephone number - to military recruiters and/or institutions of higher education that request this information.

Student's Last Name: _____

Student's First Name: _____

Student's Official Class: _____

Name of School: _____

I am requesting that my name, address, and telephone number **NOT** be shared with: (Please check appropriate box)

_____ Military Recruiters

_____ Institutions of Higher Education

_____ Both Military Recruiters and Institutions of Higher Education

Signature: _____

Dear Parent or Guardian:

Federal law requires the New York City Department of Education to provide names, addresses, and telephone numbers of 11th and 12th grade high school students to military recruiters and institutions of higher education that request this information, unless you or your child notify us that you do not consent to the release of this information.

While we are committed to protecting the confidentiality of our students, we must comply with the law. Unless you notify the Department of Education **in writing** that you do **not** consent to the release of your child's information, we must disclose your child's name, address, and telephone number to military recruiters and institutions of higher education that request this information about our students.

If you do **not** want your child's name and contact information disclosed to military recruiters and/or institutions of higher education, you **must** fill out the attached form and return it to your child's guidance counselor by **October 17, 2008**. Please note you may withhold your child's information from military recruiters, institutions of higher education, or both. If you do not return the form, we are required to release your child's contact information to military recruiters and/or institutions of higher education.

Please be aware that you can change your options at any time. If you do not submit the form now, you may still opt out at **any time** during your child's school career and decide not to release his/her information. Please advise the principal in writing if you change your decision at a later date.

Your child also has a right to request that his or her information not be released. We encourage you to discuss this decision with your child.

Thank you.

Sincerely,

Dear Parent or Guardian,

This form allows you to opt out of releasing your child's information - name, address, and telephone number - to military recruiters and/or institutions of higher education that request this information.

If you do **not** consent to the disclosure of this information, you **must** fill out the attached request form and return it to your child's guidance counselor by **October 17, 2008**. If you do not return the form by this date, we will release your child's information upon request. However, please be aware that if you choose not to return the form at this time, you may do so at **any time** during your child's school career and the request for non-disclosure will be honored.

Thank you for your cooperation.

Sincerely,

Parental Opt Out Form

Please complete the following if you do **not** consent to the release of your child's information - name, address, and telephone number - to military recruiters and/or institutions of higher education that request this information.

Student's Last Name: _____

Student's First Name: _____

Student's Official Class: _____

Name of School: _____

I am requesting that my child's name, address, and telephone number **NOT** be shared with:
(Please check appropriate box)

Military Recruiters

Institutions of Higher Education

Both Military Recruiters and Institutions of Higher Education

Parent/Guardian: _____

Please Print Name

Signature