# Military-Connected Student Data Collection and Identification Guidance

The West Virginia Department of Education (WVDE) oversees the management of educational records through the West Virginia Education Information System (WVEIS), an electronic information system designed to ensure compliance with federal and state regulations, as well as West Virginia Board of Education (WVBE) policies. School and district staff are responsible for entering and updating these records to maintain accuracy and alignment with legal requirements.

In accordance with federal law—specifically, the Elementary and Secondary Education Act of 1965 (ESEA), reauthorized as the Every Student Succeeds Act (ESSA) in 2015—public school districts must identify students whose parents or guardians are affiliated with the Armed Forces of the United States.

To meet this requirement, the WVDE has developed a Military Kids identifier within WVEIS that enables local school staff to maintain up-to-date records on students' military-connected status. Designated school administrators, counselors, and district staff will use this tool to update student information continuously throughout the school year (July 1 through June 30) as students are identified as military-connected and as changes occur in their parent's or guardian's military status, including activation.

To support accurate and effective data collection, the WVDE has developed two standardized forms schools may use, typically at the beginning of the school year and upon new student enrollment. One form is designed for families to voluntarily submit information directly to the school, while the other allows school staff to complete the form while interviewing a family which agrees to reporting the information.

The data collected through the Military Kids identifier are used to determine students' inclusion in the military-connected student collection.

## Questions?

Contact Robert Mellace at rmellace@k12.wv.us. If you have questions about specifically how to report the data in WVEIS, please contact data.wvde@k12.wv.us.

To learn about special provisions for qualifying military-connected children of public schools transferring between states, please scan the QR code or visit mic3.net.
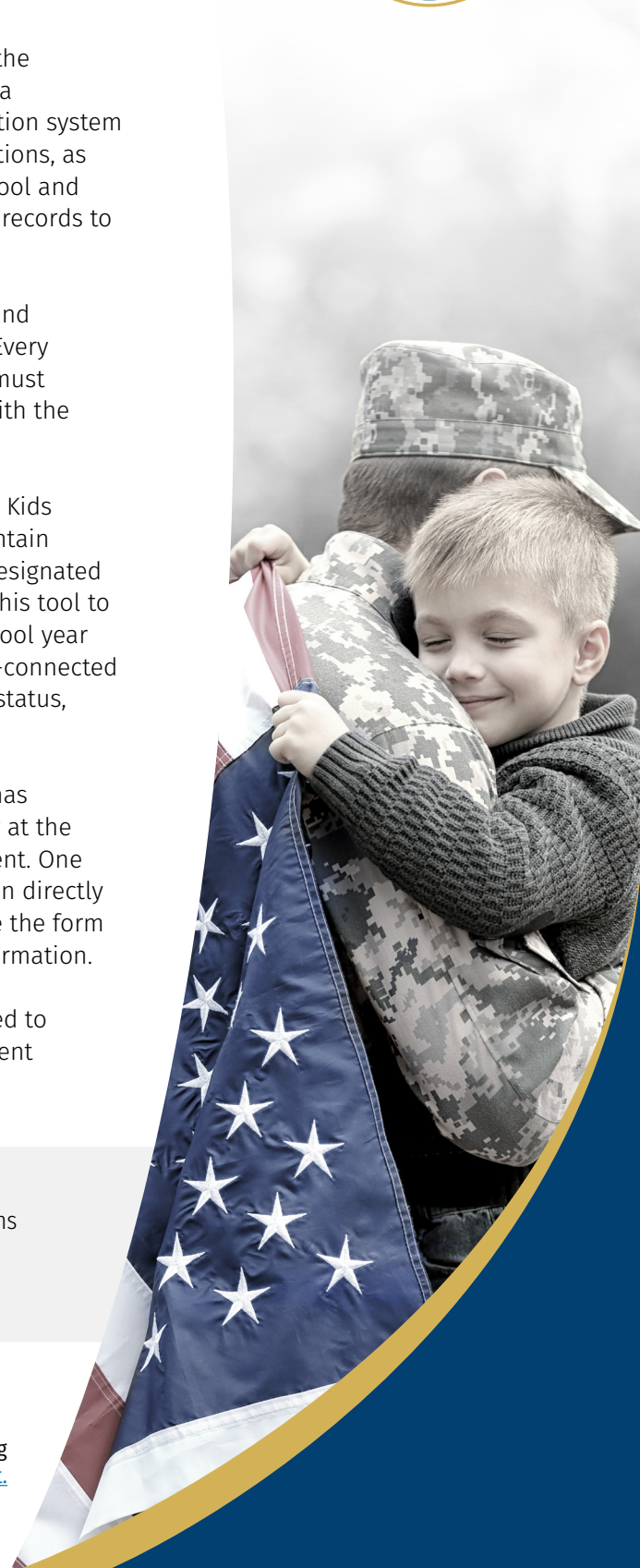
# Military-Connected Student Information Form

| County Name | | School Name |
| --- | --- | --- |

Federal education law requires that schools identify students who have an immediate family member actively serving in any branch of the Armed Forces of the United States (including all Active or Reserve Components). This form asks you to provide information if an immediate family member of the student serves in the U.S. military. If the student has more than one immediate family member to identify, please submit additional copies of this form. Please notify the school if the status of military service changes during the school year.

**Name of the Student's Family Member Completing this Form:** _____

**Student Name:** _____  _____  _____  _____
First Name                          MI                Last Name                                WVEIS/Lunch#

**Provide the following information about the family member who is serving (or has served) in the United States military:**

**Name of Military Family Member:** _____  _____
First Name                                                Last Name

| **Relationship to Student** | **Branch of Service** | **Military Status** |
| --- | --- | --- |
| _____ Father | _____ Air Force | _____ Active |
| _____ Mother | _____ Army | _____ National Guard |
| _____ Stepfather | _____ Coast Guard | _____ Reserve |
| _____ Stepmother | _____ Navy | _____ Active Guard Reserve (AGR) |
| _____ Guardian | _____ Marine Corps | _____ Individual Ready Reserve (IRR) |
| _____ Sibling | _____ Space Force | _____ Standby Reserve |
| _____ Other Family Member | | _____ Retiree/Veteran |

If the military family member has been called (or recalled) to serve on federal or state active-duty for mobilization or deployment, other operational support, full-time training duty, annual training duty, attendance at a military/service school, or other active-duty service as defined by federal statute, please indicate that in the designated area below:

| **Federal Active-Duty Service** | **State Active-Duty Service** |
| --- | --- |
| Active Duty Entry Date: _____ | National Guard Entry Date: _____ |
| Active Duty Exit Date: _____ | National Guard Exit Date: _____ |

| **Military Status Definitions** | |
| --- | --- |
| **Active** | Full-time active-duty status in the Active Component of the Armed Forces |
| **National Guard** | Reserve Component service members serving in the Army National Guard or Air National Guard |
| **Reserve** | Reserve Component service members (other than National Guard) serving in any branch of the Armed Forces |
| **Active Guard Reserve (AGR)** | Reserve Component service members (whether Reserve or National Guard) serving full-time on federal active-duty status |
| **Individual Ready Reserve (IRR)** | Members of the military who previously served in the Active or Reserve Components who need to fulfill their Military Service Obligations (MSOs) or who elect to serve in the IRR, if eligible |
| **Standby Reserve** | Members of the military who maintain their military affiliation without being in another Reserve status or serving on active duty but who have the potential to be mobilized |
| **Retiree/Veteran** | Former members of any military branch who have retired or are no longer serving (and who may be subject to Retiree Recall) |

This information is necessary to determine whether a student has a parent/guardian actively serving in the military at any point during the school year. Identifying military children upon enrollment in a school—particularly a new school—can help staff coordinate education plans with military families (particularly active duty, AGR, and Veterans' families) who may be transitioning to new communities. The ability to know if/when a parent in the Reserve Component is called to active duty will allow school staff to provide any additional supports or resources students might need to allow them to be successful even when dealing with possible separations in their home lives. The information will also enable disaggregation of data based on students' connections to the Active and Reserve Components, which is a best practice endorsed by the Department of Defense (*http://www.usa4militaryfamilies.dod.mil/MOS/f?p=USA4:ISSUE:0::::P2_ISSUE:3*).

# Military-Connected Student Identification Interview Form

_____     _____
**County Name**                              **School Name**

Federal education law requires that schools identify students who have an immediate family member actively serving in any branch of the Armed Forces of the United States (including all Active or Reserve Components). This form asks school staff members to provide information if an immediate family member of a student serves in the U.S. military. If the student has more than one immediate family member to identify, please submit additional copies of this form. Please ask the military family to notify the school and recomplete this form if a status of military service changes during the school year.

**Name of the School Staff Member Completing this Form:** _____

**Student Name:** _____  ___  _____  _____
                  **First Name**         **MI**   **Last Name**                **WVEIS/Lunch#**

**Provide the following information about the family member who is serving (or has served) in the United States military:**

**Name of Military Family Member:** _____  _____
                                    **First Name**              **Last Name**

| **Relationship to Student** | **Branch of Service** | **Military Status** |
|---|---|---|
| _____ Father | _____ Air Force | _____ Active |
| _____ Mother | _____ Army | _____ National Guard |
| _____ Stepfather | _____ Coast Guard | _____ Reserve |
| _____ Stepmother | _____ Navy | _____ Active Guard Reserve (AGR) |
| _____ Guardian | _____ Marine Corps | _____ Individual Ready Reserve (IRR) |
| _____ Sibling | _____ Space Force | _____ Standby Reserve |
| _____ Other Family Member | | _____ Retiree/Veteran |

If the military family member has been called (or recalled) to serve on federal or state active duty for mobilization or deployment, other operational support, full-time training duty, annual training duty, attendance at a military/service school, or other active-duty service as defined by federal statute, please indicate that in the designated area below:

**Federal Active-Duty Service**

Active Duty Entry Date: _____

Active Duty Exit Date: _____

**State Active-Duty Service**

National Guard Entry Date: _____

National Guard Exit Date: _____

| **Military Status Definitions** | |
|---|---|
| **Active** | Full-time active-duty status in the Active Component of the Armed Forces |
| **National Guard** | Reserve Component service members serving in the Army National Guard or Air National Guard |
| **Reserve** | Reserve Component service members (other than National Guard) serving in any branch of the Armed Forces |
| **Active Guard Reserve (AGR)** | Reserve Component service members (whether Reserve or National Guard) serving full-time on federal active-duty status |
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# Access Military Student Data at the School Level

West Virginia DEPARTMENT OF **EDUCATION**

**1.** Log into WVEIS 2.0.

**2.** Search for **SDEM.100A** in the search box in the upper right-hand corner.

| Enter Menu Item (e.g. SSTU.100) |
|---|
| Home |
| Favorites |
| Menu |

**3.** . Once you are in the menu, click on the icon to populate choices for the **"Demographic Group"** and select **"MILKIDS."**

Be sure to select **"Demographic Group"** and not "Demographic Type" or "Demographic Value."

Home > Students > Student Demographic Details
Set options and filters, then click 'Show Report'. Required fields (if any) are marked with a red arrow.

Show Report | Download Printable Report | Reset

| Demographic Type | | |
| Demographic Value | | Choose a type first |
| Grade Level | | |
| Gender | | |
| Status | ENROLLED | |
| Student Tag | | Only include students with the selected tag |
| Demographic Group | | |

**Code Values**

| Value | Description |
|---|---|
| ALTLOC | Alternate Accountable Location |
| CHARTER | Charter Schools Connected |
| ELSTUD | English Language Students |
| EXTENDS | Extended Services |
| HOMELESS | Homeless |
| IMMIGRANT | Immigrant Status |
| MILKIDS | Military Kids |
| SCHENV | School Environment |
| STUDEM | Student Demographics |

**4.** You then have several options to view and work with the data:

» **"Show Report"**
  - Found in the gold bar on the page towards the top on the page
  - View the data in WVEIS 2.0 format

» **"Download Printable Report"**
  - Found in the gold bar on the page towards the top on the page
  - Provides a pdf version of the data

» **"Download Data"**
  - Found at the bottom of the page
  - Check box to download data and download an editable excel spreadsheet

Student Info

| Student Lookup | Name, birthdate, parent, etc. | District | | School | | Set as d |

Home > Student Demographic Details
Set options and filters, then click 'Show Report'. Required fields (if any) are marked with a red arrow.

Show Report | Download Printable Report | Reset

| Demographic Type | | |
| Demographic Value | | Choose a type first |
| Grade Level | | |
| Gender | | |
| Status | ENROLLED | |
| Student Tag | | Only include students with the selected tag |
| Demographic Group | MILKIDS | Military Kids |
| Download Data | ☑ | Check this box to export to a CSV file |

# WVEIS Data Entry for Military-Connected Students

West Virginia DEPARTMENT OF EDUCATION

## Step 1

Navigate to Student School Information, then select the **"Demographics"** tab. Locate the Effective Date near the top of the page, and if necessary, update the the date. You may use the calendar tool *(indicated by the helping hand icon)* to select the appropriate date.



## Step 2

Locate the **"Military Section"** on the demographics tab and complete the section using the information provided.



## Step 3

Click the **"Save"** button.



*Note: Any section within the Demographics tab can be updated using this method.*