

Armed Forces Recruiter Access to Student Information



West Virginia DEPARTMENT OF
EDUCATION

To support military organizations as requests are being made for student information in accordance with federal laws, the West Virginia Department of Education (WVDE) would like to provide the following guidance on protocols for requesting the contact information of students who are 17 years of age or older:

- » County school districts are obligated to release student data in accordance with federal law which mandates that upon request, unless a form is received to prevent the disclosure of this information, specific information can be provided to military organizations. Military organizations may only request the student's name, address, telephone number and school provided e-mail address ([Public Law 166-283, Section 521](#)) from West Virginia county school districts. Information is released only for military recruitment purposes.
- » County school districts have an obligation to notify parents or guardians of students about the opportunity to submit a written request to opt out of the disclosure of this information. If an opt out form is completed and received by the school district, no information may be provided to military organizations.
- » Military organizations may only request this information in writing and on official letterhead which clearly identifies the unit of service. Information may only be requested once each term or semester. The request must specify whether the information needed is for the current or previous semester.
- » Information may only be requested by the following 12 eligible units within the five branches of military service:
 - Army, Army Reserve, Army National Guard
 - Navy, Navy Reserve
 - Marine Corps, Marine Corps Reserve
 - Air Force, Air Force Reserve, Air Force National Guard
 - Coast Guard, Coast Guard Reserve
- » Military organizations should not request this information at the school level as data from all applicable schools in the district is held at the county level.
- » The WVDE recommends that contacts be identified within schools and school districts, to become familiar with provisions of federal law so that questions may be appropriately handled regarding how student contact information may be shared and to keep adequate records which prevent the sharing of information with military organizations for those who have the appropriate forms on file.

Relevant United States Department of Education (USDE) Guidance may be [accessed on their website](#). If you have any questions about this guidance, contact Robert Mellace by email at rmellace@k12.wv.us, or by phone at 1-833-627-2833. Schools and school district personnel with questions about these legal requirements and/or FERPA may contact Georgia Hughes-Webb at ghugheswebb@k12.wv.us. If there are questions which require legal analysis, please allow time for WVDE Office of Legal Services to provide interpretations.

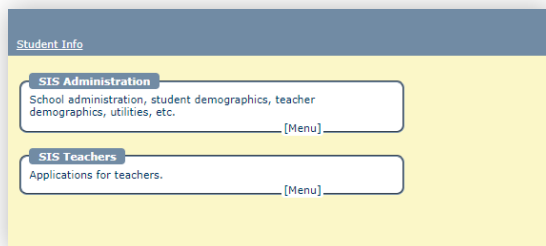
Notes: It is preferable for counties to send qualifying data to military organizations requesting the information in excel format. To access instructions on how to run a report in WVEIS 2.0 and export data into an excel file, please review the back of this page. School staff may only provide these reports if approved and as described in county policies, pursuant to state and federal laws.

Access Student Data Report for Military Recruiters

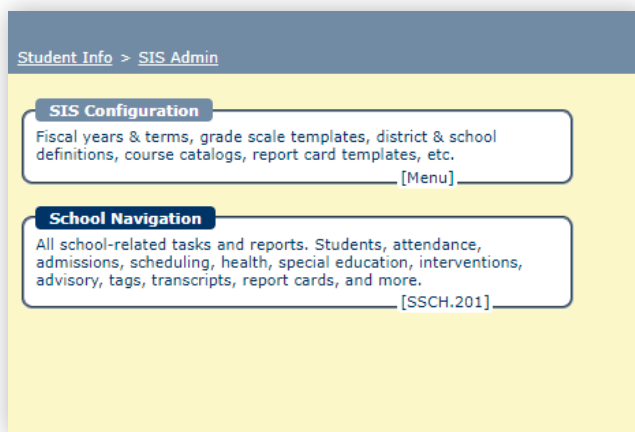


1. [Log into WVEIS 2.0](#). (if running at the county level, choose school)

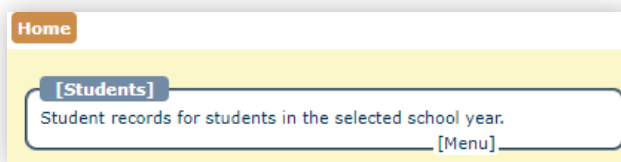
2. Click on *SIS Administration*.



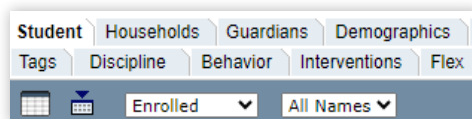
3. Click on *School Navigation*.



4. Click on *Students*.

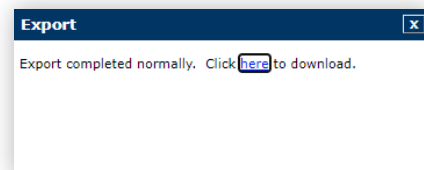
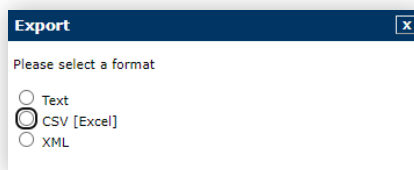


5. Be sure you are on the *Student* tab when you go to student information for your school.



6. Click on the export icon or press F8 to export the data into an Excel spreadsheet that can be sorted and shared as needed. The data that is shared with military recruiters should only include:

- » Student's name
- » Address
- » Telephone Number
- » School-provided email address



Delete all other information, including any student information for which an opt-out form was received.