

LEON COUNTY SCHOOLS

Restricting Directory Information for Military Recruiters

Background:

[Federal](#) law guarantees recruiters the right to private contact information for all secondary school students so that students may also be contacted at home.

Portions of the Act grant military recruiters access to students' private information. With this access, recruiters can make unsolicited calls and send direct-mail recruitment literature to a young person's home. Noncompliance means that schools could face the relinquishment of federal funding. Important to note is that there is an opt-out clause written into the act which, if implemented, gives parents and students the opportunity to request that their information not be released without parental signatures.

The clause states, “(2) CONSENT – A secondary school student or the parent of the student may request that the student's name, address, and telephone listing described in paragraph (1) not be released without prior written parental consent, and the local educational agency or private school shall notify parents of the option to make a request and shall comply with any request.”

In Leon District, we have worked with legal counsel and now have a uniform process for informing parents and students about the Act and a process and form relating to the opt-out option.

Please review LCS 9860-1047 *Denial of Access* and the instructions below so that you are familiar with the specific procedures for noticing and handling military opt outs.

What you should do:

1. Inform those in your school likely to receive questions about opting-out from military recruiter listings. Registrars/counselors should:
 - a. Add the revised [FERPA Notice](#) page available at www.forms.leon.k12.fl.us – which includes the military opt-out information – to the new student registration packet; and
 - b. Review this option with all new and transfer students.
2. Post a notice where it is likely to be seen by students and parents;
3. Make sure that all parents/students receive a copy of the revised FERPA notice which includes a note about the military opt-out form.
4. Have the military opt-out forms readily available. The form is available on-line at www.forms.leon.k12.fl.us, “[Disclosure of Student Directory Information to Military Recruiters](#)”
5. When the forms are completed and signed by the parent or student (if over 18):
 - a. **Keep the original on file, and**
 - b. **Update that student's official record** to reflect directory consent/military release option preference (Genesis: Basic Demographics/Core tab, “OK to release information” data field).
6. For further information contact the Information Technology Office at 487-7530.