

## Military Request for Student Recruiting Information

### Requestor Information

Recruiter \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

DOD Component \_\_\_\_\_

This form is used to request a list containing student recruiting information for students enrolled at CSM for at least one credit during the semester and year listed below. In 1996, Congress passed a series of laws that address Military Recruiting and Reserve Officer Training Corps (ROTC) Program Access to Students of Higher Education (commonly referred to as the "Solomon Amendment") in order to help military recruiters meet congressionally-mandated recruitment numbers. Under these laws, colleges must give recruiters access to their campuses and provide them with lists containing "student recruiting information." Some of this information may be prohibited for release to anyone if it is not designated by your institution as directory information under FERPA. However, since the Solomon Amendment overrides FERPA, it gives the military the right to receive data designated as "student recruiting information." If an institution or its sub-element does not comply, the entire institution risks losing certain federal funds.

"Student recruiting information" is defined as a current student's name, address, telephone number, age (or date of birth), level of education (*e.g.* freshman, sophomore, graduate student, or recent graduate including degree awarded), academic major, place of birth, most recent educational institution attended and degrees received. Colleges need not provide other information, or any of this information it does not collect or maintain. If a current roster is not available, please provide information on the most recent previous or future term that is available.

### DATA REQUESTED

Semester/Year: \_\_\_\_\_

Recruiters: Please identify the data elements you would like to receive and how you would like them sorted, keeping in mind that the more fields you complete below that require sorting, the more selective the list. Please select from the options below:

- I would like to receive all categories of student recruiting information on your currently enrolled students, unsorted. (You may stop here.)
- I would like to receive all categories of student recruiting information on your currently enrolled students, sorted by the category I have indicated below. (Select one category for sorting below.)
- I would like to receive only the categories of student recruiting information on your currently enrolled students as indicated, and sorted by the category I have indicated below.

(Indicate preferences below by checking each box.)

Category	Check to receive information in this category	Filter this information by...	Check to sort by...
NAME	<input type="checkbox"/>	n/a	<input type="checkbox"/> this category
ADDRESS	<input type="checkbox"/>	<input type="checkbox"/> permanent/home address <input type="checkbox"/> local/school address	<input type="checkbox"/> this category, by zip code
TELEPHONE LISTING	<input type="checkbox"/>	<input type="checkbox"/> permanent/home listing <input type="checkbox"/> local/school listing	<input type="checkbox"/> this category, by area code
DATE OF BIRTH, AGE or AGE GROUP	<input type="checkbox"/>	Specify range (i.e. 17 to 21); if no range is identified, institution is asked to provide all:  _____ to _____	<input type="checkbox"/> this category
CLASS LEVEL	<input type="checkbox"/>	Select all that apply: <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Graduate	<input type="checkbox"/> this category
ACADEMIC MAJOR/S	<input type="checkbox"/>	List all that apply: _____ _____ _____ _____ _____	<input type="checkbox"/> this category

The signature below serves as my understanding that the information is to be used for military recruiting purposes only. I also understand that the information I am requesting is confidential and cannot be released to anyone outside my organization. I understand that under FERPA, I must destroy the student list once it has been used. Please note that Department of Defense components (Army, Navy, Marine Corps, Air Force, and Coast Guard, as well as Reserve and ROTC components of each) are entitled to receive student recruiting information once every semester or term.

Recruiter Signature \_\_\_\_\_ Date \_\_\_\_\_

Please send the information in the following format:

- Printed copy by mail to address above
- E-mail attachment (provided in MS Excel format)

OFFICE USE: Request Received \_\_\_\_\_ Request Processed \_\_\_\_\_

Recruiter Contacted \_\_\_\_\_ Report Sent \_\_\_\_\_