

Frequently Asked Questions about Military Recruitment in Schools – August 2024

What are the obligations for the DOE and schools in regard to military recruiters under federal law?

Student Information: Military recruiters are entitled to receive the names, addresses, telephone numbers, and DOE student email addresses of students in 11th and 12th grades if they request this information, unless the parent, or the student, if they are 18 years of age or older, notifies the DOE in writing that they do not want to release this information.

Opt-out: Schools must notify students and parents of their right to “opt-out” of this student information being given to recruiters. Parents of students who are younger than 18 have the right to opt-out. Students 18 years of age or older have the right to make the decision to opt-out.

Equal Access Schools are required to give military recruiters “the same access to secondary school students as is provided generally to postsecondary educational institutions or to prospective employers of those students.”

What must be included in the school’s written plan regarding military recruitment issues?

Every principal/designee must provide the following information as part of the Office of Safety and Youth Development’s Consolidated Plan: 1) a summary of the school’s plans and procedures for access by military recruiters; 2) a plan for ensuring that students and parents understand their opt-out rights and opt-out forms are distributed; and 3) the name of the staff member designated to oversee/supervise the plan.

Where can I get a copy of Chancellor’s Regulation A-825?

[Chancellor’s Regulation A-825](#) is available at the NYC DOE webpage (schools.nyc.gov) under the menu School Life - Policies for All. The opt-out letters can be found at the [NYC DOE InfoHub](#).

How are parents and students to be informed about the opt-out process?

In accordance with Chancellor’s Regulation A-825, the principal/designee must distribute opt-out letters to all parents of students in grades 9-12 “by the end of the first week of October of each school year.” *Schools have the option to utilize several strategies for opt-out notification distribution.*

- Parents/guardians can use their New York City Schools (NYCSA) Account to complete the opt-out form using the [Forms Module](#). This option eliminates the need for manual data-entry into ATS as NYCSA opt-out data will be automatically migrated to ATS. For information on creating NYCSA accounts, see the [wiki](#).
- Schools can mail or backpack home the [military recruiting opt-out letters](#) to the parents of students in grades 9–12 or distribute this information to parents by another means that ensures parents/students have the ability to opt out. This letter is available in English and nine other languages.
- Schools can copy the [Military Recruitment Opt-Out Notification template](#) to generate a school-based form for opt-out data collection.
 - Please do not forward the link to the template; instead, duplicate the template to create your own school-based form to share in email blasts to all parents of students in grades 9–12.
 - Note that when you duplicate this form template, a translations dropdown menu in Arabic, Bangla, Chinese, French, Korean, Russian, Spanish, and Urdu will be available to parents and students (ages 18 and up) as needed. The [Haitian Creole version](#) is only available as a hardcopy.
 - Once the form template has been duplicated, the school’s name is added to the top of the school-based form. Other than adding the name of the school, the form text should not be changed, as the language is consistent with federal law.

The parent opt-out letter must also be included in the intake package for newly enrolled high school students. Guidance should be provided upon request.

For 2024-2025 school year: opt-out letters should be distributed by Friday, October 11, 2024.

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Parents of students who are younger than 18 who wish to opt-out must complete and sign the opt-out form. Students 18 years of age or older who wish to opt-out must complete and sign the opt-out form.

What is the deadline for opting out? How and when is student information released to the military?

The Department of Education releases student information, for 11th and 12th grade students to recruiters in early November. If a completed opt-out letter is not received by late October, the student's name, address, telephone number, and DOE student email address will be released to the military the first week in November. Opt-out letters may also be distributed to parents at additional times during the year but keep in mind that data is pulled once, in November. Opt-out forms submitted after that time will apply in the next year.

For 2024-2025 school year: data will be pulled on Friday, November 8, 2024.

How will requests to opt-out be processed?

Each principal's designee must enter the names of any high school students for whom an opt-out letter has been received into the ATS system, using the ATS function Update Student Codes (UPCO). However, opt-out forms completed through parent NYCSA accounts eliminates the need for manual data-entry into ATS as NYCSA opt-out data will be automatically migrated to ATS. Opt-out selections stay with students throughout their entire school career, even if they transfer schools. The opt-out code remains in ATS unless the parent or student, if they are 18 years or older, chooses to change it by notifying the DOE in writing.

What if a military recruiter asks a school official for student lists?

Student information will be centrally disseminated to military recruiters upon request during the first week of November. Schools **must not** provide student information to military recruiters.

Can the school designate how & where recruiters can set up & what they can do while in the school?

"Federal law **requires** schools to give military recruiters **the same access** to students as is given to other educational institutions and prospective employers." This does not mean preferential access. Chancellor's Regulation A-825 establishes parameters on recruiters' activities. "No visitor should be given unfettered access to students in classrooms, cafeterias, gyms, or other areas of the school building." Classroom time must only be used for *instruction*. Recruiters must sign in and out of the building and hold meetings only in designated locations. Military information "should be posted in the same manner and same areas that other educational and career information is posted."

What about recruiters outside of schools?

Recruiters have the same rights as anyone else to speak to students on public streets.

What is the ASVAB exam and what is Department of Education policy regarding it?

The Armed Services Vocational Aptitude Battery exam is offered to schools as a free career exploration tool. The ASVAB was originally designed to predict future academic and occupational success in military occupations. In order to protect the rights of students and parents to determine how student information is released to the military, it is the policy of the DOE that schools that administer the ASVAB will not release student scores to military recruiters unless both the parent and the student provide written consent.

Schools that administer the ASVAB are now required to send home written notification (Chancellor's Regulation A-825 Attachment No. 2) in advance of the test to the parents of each student scheduled to take the ASVAB regarding their rights with respect to the release of the scores to military recruiters. Schools must use the letter found at the [NYC DOE InfoHub for DOE employees](#) to provide such notification. Schools may not release a student's score directly to the military unless both the parent and the student provide written consent.

Does signing an enlistment agreement oblige a student to join the military?

No. Most students join under the Delayed Entry Program/Future Soldier Program (DEP/FSP). This means "sign up now, go later." Even though they have signed a contract and taken an oath, students can change their minds.

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What should I do if I have concerns about recruiter conduct?

Contact Michael Battista at the DOE: (212) 374-5565 or mbattis@schools.nyc.gov. You may also contact recruitment command: Army & Guard/Reserves (718) 630-4645, Marines (516) 228-5660, Navy (516) 683-2500, Air Force (609) 239-4900.