

# **Military Recruitment Request for Student Records**

## **About this Document**

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**Note:** This document instructs how to use PowerSchool to search for and export a file of students that have indicated that it is okay for Military branches (considered a 3<sup>rd</sup> Party) to contact them. Schools collect this information at the beginning of the school year by notifying parents per the guidelines of the below documents. The notification must advise the parent of how to opt out of the public, nonconsensual disclosure of directory information and the method and timeline within which to do so.

### ***Documents Regarding what records Military branches can request:***

- Access to High School Students and Student Information by Military Recruiters  
[http://www.nc-sis.org/Documents/FERPA\\_disclosure/student\\_info\\_access\\_Q\\_and\\_A.pdf](http://www.nc-sis.org/Documents/FERPA_disclosure/student_info_access_Q_and_A.pdf)
- FERPA Model Notice for Directory Information  
[http://www.nc-sis.org/Documents/FERPA\\_disclosure/model\\_notice\\_directory\\_information.pdf](http://www.nc-sis.org/Documents/FERPA_disclosure/model_notice_directory_information.pdf)

## **School Level Individual Student Setup**

**Important:** FIELD TO UPDATE IS S\_NC\_STUDENTINFO.NO\_MILITARY\_RECRUITMENT

**Navigation:** PS School Level Start Page > Select Student > Other Information > scroll down to 'No Military Recruitment' > Set 'Yes' or 'No' from the dropdown.

1. Select a student from the start page
2. Click on **Other Information**



## Military Recruitment Request for Student Records

3. Under **Extended Data**
  - a. Scroll down to **No Military Recruitment**

Extended Data

Court Access

Social Security Number

No College Recruitment

No Military Recruitment

4. From the drop down select **Yes** (can be contacted) or **No** (can't be contacted)

No Military Recruitment

Tribal

Secondary Enrollment

Yes

No

5. **Submit** the page

Submit

## School Level Mass Student Setup

**Important:** FIELD TO UPDATE IS S\_NC\_STUDENTINFO.NO\_MILITARY\_RECRUITMENT

**Navigation:** PS School Level Start Page > Select Students > Function > Student Field Value

1. Select students from School start page
  - a. **Search for students whose MILITARY RECRUITMENT field equals blank:**  
S\_NC\_STUDENTINFO.NO\_MILITARY\_RECRUITMENT=

Start Page

PowerSchool Mastery in Minutes  
The February Mastery in Minutes tutorials are available.  
[Click here to view.](#)

Students Staff Parents

S\_NC\_STUDENTINFO.NO\_MILITARY\_RECRUITMENT=  SN ☐ Advanced [View Field List](#) [\[?\]](#)

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

9 10 11 12 M F All [Statewide Student Search](#) [Stored Searches](#) [Stored Selections](#)

## Military Recruitment Request for Student Records

- From the **Select Function** drop down choose **Functions/Student Field Value**

**Current Student Selection (78)**

Student	Student Number	Date of Birth	Grade Level
Kawena, Claude Donald	416490	12/31/1998	12
Kawena, Copper Donald	416843	2/17/1999	12
King, Abu Donald	418914	3/18/1999	12
King, Adelaide Daisy	747770	7/6/2000	11
King, Akela Daisy	754525	2/13/2000	11
King, Akela Daisy	757783	11/19/1999	10
King, Akela Donald	1023915	1/30/2002	9
King, Aladdin Donald	439895	4/2/1999	12
King, Amos Daisy	751350	4/7/2000	11
Kinn, Anastasia Daisy	834164	5/17/2001	10

Select By Hand Select Function [?]

**Functions**

- Fee Functions
- Health Screenings
- ID/Password Assignment
- LDAP Directory Synchronization
- Mass Create Family Links
- Student Field Value**
- Graduation

**What's New**

See what's new in the latest feature release of PowerSchool

- Enter **Field to Change** of
- Enter **New Field value** of Y for Yes (can be contacted)

### Student Field Value

131 Students are selected

Option	Value
<b>Field To Change (Fields)</b>	S_NC_STUDENTINFO.NO_MILITARY_RECRUITMENT
<b>New Field Value</b>	Y

☐ Clear Field Value

Insert \* to use the current field value with the new field value.

**Options**

☐ Do not overwrite existing data.

WARNING: This change is irreversible.

**Submit**

- Submit the page.

## Military Recruitment Request for Student Records

- Compare the old field value to the new field value. If the change is correct, **Submit** the page to change this data.

131 students are selected

Field To Change: S\_NC\_STUDENTINFO.NO\_MILITARY\_RECRUITMENT

New Field Value: Y

Clear Field value is Off

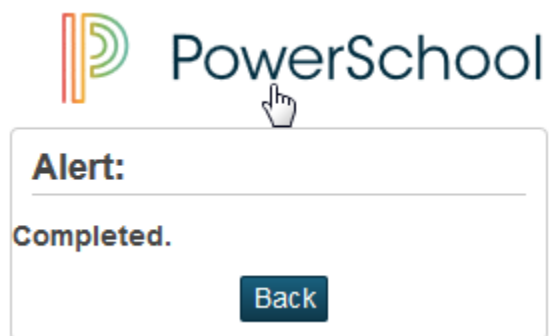
Options: Do not overwrite existing data is Off

WARNING: This change is irreversible.

Last, First	Old S_NC_STUDENTINFO.NO_MILITARY_RECRUITMENT	New S_NC_STUDENTINFO.NO_MILITARY_RECRUITMENT
1. King, Ben Donald		Y
2. Stone, Rafiki Daisy		Y
3. Dalmations, Roscoe Daisy		Y
4. Aladdin, Edgar Daisy		Y
5. Flaversham, Aurora Donald		Y

Submit

**Note:** You will see an **Alert: Completed.** message. Click the **Back** button and you may get a 'Document Expired' notice. Click the browser back arrow to then navigate back to **Student Field Value** edit page. Optional: Click the **PowerSchool** icon to navigate back to the **Start** page.



- Navigate to a student in your selection and verify that **Other Information > Extended Data/No Military Recruitment** now shows as **Yes** (can be contacted).

No College Recruitment

No Military Recruitment Yes

- Use Individual Student Setup steps to set any Yeses to No as needed.

### Other searches for Military Recruitment and Exporting Reports

**Navigation:** PS School Level Start Page> Search Students

1. The following search samples can be used to pull a student selection for Military Recruitment. Saving as a **Stored Search** is helpful if running search often.
  - a. **MILITARY - NO can't contact these students:**  
S\_NC\_STUDENTINFO.NO\_MILITARY\_RECRUITMENT=N
  - b. **MILITARY - Yes can contact these students:**  
S\_NC\_STUDENTINFO.NO\_MILITARY\_RECRUITMENT=Y
  - c. **MILITARY student box on Other Info page is blank:**  
S\_NC\_STUDENTINFO.NO\_MILITARY\_RECRUITMENT=
  - d. **MILITARY-11th & 12th - YES can contact**  
S\_NC\_STUDENTINFO.NO\_MILITARY\_RECRUITMENT=Y;Grade\_Level in 11,12
2. **Current Student Selection** result is then used to export the data

**Navigation:** Current Student Selection > Function Button > Export/Quick Export

**Navigation:** Current Student Selection > Function Button > Export/List Students

**Important:** Follow FERPA and Your District's Guidelines before releasing data to a 3<sup>rd</sup> party requestor! Follow local policy for verifying who from the 3<sup>rd</sup> party can request school directory information data.

- a. Choose Quick Export or List Students
  - i. Sample PowerSchool fields of Directory Information to Export for Military Recruitment requests.
    1. Last\_Name
    2. First\_Name
    3. Middle\_Name
    4. Mailing\_Street
    5. Mailing\_City
    6. Mailing\_Zip
    7. Home\_Phone
    8. Grade\_Level
    9. SchoolID
    10. S\_NC\_STUDENTINFO.NO\_MILITARY\_RECRUITMENT