

Appendix 1

SAMPLE LETTER TO COLLEGE FROM RECRUITER (PAGE 1)

[Recruiters: Use Official Letterhead]

<Registrar Name>

<College>

<Complete address>

RE: Military Recruiting and Reserve Officer Training Corps Program Access to Institutions of Higher Education (Solomon Amendment)

Dear <Name of Registrar>:

I am writing to request a list containing student recruiting information for students enrolled at your institution for at least one credit for the <season/term> semester of <year>. 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, or degree awarded for a recent graduate), 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.

If possible, please provide the information in the following format:

- Paper
- Disk
- Labels

If you are unable to provide the format selected above, please provide the information in the medium available to you.

CONTINUES ►

While I understand that colleges are not required to eliminate categories of information, sort the information, or provide information on sub-groups, I ask that you accommodate this request by providing and sorting the information as indicated in the enclosure (see Appendix 2).

This letter 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.

Your assistance is appreciated. Please call me at <Recruiter phone number> if you have any questions.

Sincerely,
<Recruiter Title and Name>

Enclosure