

## **Military Recruiters:**

The required process for obtaining student lists is as follows:

- The recruiter must forward a written request on official letterhead for student lists.
- The request must indicate lists for specific Loudoun County high schools or “all” Loudoun County high schools.
- The request must be addressed to:

Dr. Clark Bowers, Director of Student Services  
Loudoun County Public Schools Administration Building  
21000 Education Court  
Suite 424  
Ashburn, VA 20148

OR forward by e-mail to:  
[Theresa.Kurzeja@lcps.org](mailto:Theresa.Kurzeja@lcps.org)

OR fax to:  
571-252-1245  
Attention: Theresa Kurzeja, Student Services Program Assistant

- The phone number for the Office of Student Services is 571-252-1012.
- The Director of Student Services will review and approve the request.
- The approved request is forwarded to the Information Management Office.
- The Information Management Office will fulfill your request via e-mail. Please include your e-mail address in your request.

***A sample request letter is provided below for your convenience.***

Dear Director of Student Services:

On behalf of (branch of service), please consider this letter as an official request for directory information on high school students enrolled in Loudoun County Public Schools. Specifically, we request the full name, address, and phone number for all currently enrolled eleventh and twelfth grade students. List the information under each high school and provide this information in electronic comma delimited text file, Access, or Excel format. Please forward the information to (recruiter name) at (e-mail address). If you have any questions, contact me at (phone number).

A copy of Public Law 107-107, Sections 544 and 9528 (relevant portions of the legislation commonly called “No Child Left Behind”) is attached should you have any concerns regarding this request.

Student directory information will be used solely by the military recruiting services to provide students with information concerning training, employment, and scholarship opportunities available through the military. I understand this information is confidential and cannot be released to anyone outside my organization.

Sincerely,