



GUIDELINES FOR MILITARY RECRUITERS

The following guidelines should be adhered to until LCPS returns to 100% in-person learning.

1. Each recruiter must schedule visits with the Career Center Assistant via email. Virtual MOUs must be signed prior to any virtual visits take place.
2. Each branch of military service may schedule one visit per month. Recruiters will need to check with the school representative to find out if visits can be in person or will be virtual. If virtual, the recruiter will be responsible for providing the link to a virtual meeting space. Recruiters should allow for all schools in their cluster to attend a single visit. Recruiters should also ask the school representative what the current face covering guidelines are and adhere to them.
3. Appointments for school visits should be scheduled directly with the Career Center Assistant during August or September. The Career Center Assistant and recruiter will establish recruiting dates for the entire school year. Any necessary changes should be communicated and arranged with the Career Center Assistant.
4. Recruiters may speak with any student who expresses an interest in military service during the recruiter's monthly scheduled visit. Recruiters requesting to meet with an individual student *outside of the monthly scheduled visit* must obtain permission from the parents/guardians if the student is under the age of 18.
5. Parents/guardians must sign a release form before transcripts can be provided to recruiters unless the student is 18 and can sign for their own transcript. School staff must be allowed at least one working day between the request and receipt of a transcript.
6. If parents request that the recruiter transports their child to a military processing center the parent/student must gain permission from the student's teacher(s) to miss instruction time. Physical distancing and CDC guidelines are followed for mitigation practices.
7. If the school's assigned recruiter changes, the information should be communicated to the Career Center Assistant by the new recruiter.
8. Recruiters are prohibited from asking students for information about other students. Recruiters are expected to respect every student's right to privacy.
9. Recruiters requesting specific student classroom presentations should make requests through the Career Center. If approved, the principal or designee is the only person allowed to release contact information about teachers and other faculty members for the recruiters' planning purposes.
10. Requests for lists of directory information should be directed in writing to Dr. Clark Bowers, Director of Student Services at the address below, or by email at Clark.Bowers@lcps.org. No list will be provided prior to October 15, 2021, to allow time for schools to process any military opt-out of directory information forms.

Thank you for your cooperation.

Clark Bowers, Ed.D.
Director of Student Services

Principals and Directors of School Counseling of Loudoun County Public Schools

Dr. Clark Bowers
Director of Student Services
21000 Education Court
Ashburn, VA 20148
571-252-1012

Briar Woods High School

22525 Belmont Ridge Road
Ashburn, VA 20148
703-957-4400
Ms. Sheila Alzate, Principal
Mr. Jessie Green,
Director of School Counseling

Broad Run High School

21670 Ashburn Road
Ashburn, VA 20147
571-252-2300
Mr. David Spage, Principal
Ms. Jennifer Kroll,
Director of School Counseling

John Champe High School

41535 Sacred Mountain Street
Aldie, VA 20105
703-722-2680
Mr. Kevin Tyson, Principal
Ms. Davina Johnson,
Director of School Counseling

Dominion High School

21326 Augusta Drive
Sterling, VA 20164
571-434-4400
Dr. W. John Brewer, Principal
Mr. David Edwards,
Director of School Counseling

Freedom High School

25450 Riding Center Drive
South Riding, VA 20152
703-957-4300
Ms. Neelam Choudhry, Principal
Mr. Kenneth Christopher,
Director of School Counseling

Heritage High School

520 Evergreen Mill Road, SE
Leesburg, VA 20175
571-252-2800
Mr. Jeffrey Adam, Principal
Ms. Suzanne Eicholtz,
Director of School Counseling

Independence High School

23115 Learning Circle
Ashburn, VA 20148
571-367-4200
Mr. John Gabriel, Principal
Ms. Jaclyn Smith,
Director of School Counseling

Lightridge High School

41025 Collaboration Drive
Aldie, VA 20105
571-367-4100
Dr. Ryan Hitchman, Principal
Ms. Christi Campbell,
Director of School Counseling

Loudoun County High School

415 Dry Mill Road, SW
Leesburg, VA 20175
571-252-2000
Dr. Michelle Luttrell, Principal
Mr. Daniel Croyle,
Director of School Counseling

Loudoun Valley High School

340 N. Maple Avenue
Purcellville, VA 20132
540-751-2400
Dr. Susan A. Ross, Principal
Mr. Paul Hall,
Director of School Counseling

Park View High School

400 W. Laurel Avenue
Sterling, VA 20164
571-434-4500
Dr. Jason Jefferson, Principal
Ms. Kim-marie Brown
Director of School Counseling

Potomac Falls High School

46400 Algonkian Parkway
Sterling, VA 20165
571-434-3200
Dr. Brandon Wolfe, Principal
Ms. RaeAnn Paolozzi,
Director of School Counseling

Riverside High School

19019 Upper Belmont Place
Leesburg, VA 20176
703-554-8900
Mr. Douglass Anderson, Principal
Mr. Luke Mason,
Director of School Counseling

Rock Ridge High School

43460 Loudoun Reserve Drive
Ashburn, VA 20148
703-996-2100
Mr. John Duellman, Principal
Mr. Kevin Terry,
Director of School Counseling

Stone Bridge High School

43100 Hay Road
Ashburn, VA 20147
571-252-2200
Mr. Timothy Flynn, Principal
Mr. Tim Lucas,
Director of School Counseling

Tuscarora High School

801 N. King Street
Leesburg, VA 20176
571-252-1900
Ms. Pamela Croft, Principal
Ms. Jennifer Reed,
Director of School Counseling

Woodgrove High School

36811 Alder School Road
Purcellville, VA 20132
540-751-2600
Dr. William Shipp, Principal
Ms. Geri Fiore,
Director of School Counseling

The North Star School

715 Childrens Center Rd
Leesburg, VA 20175
571-252-2920
Ms. Stacey Ahrens-Minnenberg,
Principal
Mr. David Royhab,
Director of School Counseling

Academies of Loudoun

42075 Loudoun Academy Drive
Leesburg, VA 20175
571-252-1980
Dr. Tinell Priddy, Principal
Mr. Anthony Bauer,
Director of School Counseling