



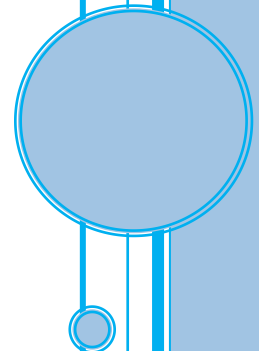
MILITARY-CONNECTED YOUTH

Data Collection Guidance Document

The information contained in this document is to assist districts and charter schools with the annual data collection to identify students who are “military-connected youth”. Policy questions, please contact Nicole Lawless via email at nicole.lawless@doe.k12.de.us or by telephone at (302)735-4127. Technical questions, please contact Technology Operations at (302)735-4140.

Delaware Department of Education (DDOE)
Technology Operations

1/28/2025



Military-connected youth

PURPOSE

This guidance document outlines the process for districts and charter schools to annually identify enrolled students who are “military-connected youth” pursuant to 14 **DE Admin. Code** 932, 14 **Del.C.** Chapter 1, §122 (b)(28), 10 U.S.C. §101(d) (2014), and the reauthorized Every Student Succeeds Act (2015), 20 U.S.C. 6301 et seq.

Each district and charter school shall annually identify enrolled students who are “military-connected youth” pursuant to Delaware state law and 14 **DE Admin. Code** 932.

DEFINITIONS

“**Military-Connected Youth**” pursuant to 14 **DE Admin. Code** 932.2.0 means any student having an immediate family member, including a parent, step-parent, sibling or any other person residing in the same household, who is on active duty, serving in the reserve component, or recently retired from a branch of the United States armed forces. Such branches consist of United States Army, United States Air Force, United States Marine Corps, United States Navy, National Guard, United States Coast Guard, National Oceanic and Atmospheric Administration or the United States Public Health Service.

“**Recently Retired**” pursuant to 14 **DE Admin. Code** 932 2.0, means having left military service within 18 months prior to September 30 of the current school year, identified as a disabled veteran or killed in action.

“**Active Duty**” – A parent or stepparent who is a member of the Armed Forces (United States Army, United States Navy, United States Air Force, United States Marine Corps, or United States Coast Guard) pursuant to 10 U.S.C. §101(d) (2014), and the reauthorized Every Student Succeeds Act (2015), 20 U.S.C. 6301 et seq.

“**Active Duty / Recently Retired / Reserves / Identified as a Disabled Veteran / Killed in Action**” – Immediate family, including a parent, step-parent, sibling or any other person *residing in the same household* who is on active duty, serving in the reserve component, identified as a disabled veteran, killed in action or recently retired (within 18 months prior to September 30 of the current school year) from a branch of the United States armed forces. Such branches consist of the United States Army, United States Air Force, United States Marine Corps, United States Navy, National Guard, United States Coast Guard, National Oceanic and Atmospheric Administration or the United States Public Health Service.

“All districts and charter schools shall annually identify enrolled students who are “military-connected youth”.

DATA COLLECTION AND ACCESS

Pursuant to 14 **DE Admin. Code** 932.3.1 and 932.3.2 respectively, each district and charter school shall include a military-connected identifier as part of its annual enrollment process and student information update and identify which school personnel have access to the military-connected identifier.

Refer to the last page of this document for the **2025– 2026 Military-Connected Youth Student Information Update Form**, a standard form provided by the DDOE. This form shall be used by all districts and charter schools and distributed to new students as part of the student’s “Registration Packet” or to returning students as part of the student’s “Back to School Packet”. This form must be completed each year for each military-connected youth student. The data does not roll over each year, as a student may not be a military-connected student each year.

All student forms shall be collected, and data entered on or before September 30, 2025, **only** for students identified as “military-connected youth” on the Military Connections screen located in Infinite Campus under Main Menu>Student Information>Census>Military Connections (see screen shots and instructions on page 3).

The Infinite Campus>Military Connections screen should be restricted to only staff needing access to this information for programming and reporting purposes. Each district and charter school should determine who has access to the screen and assign security accordingly in Infinite Campus. Each district and charter school will ensure that the security resource for staff needing access to the Military Connections screen include Delaware State Custom, DOE User Defined Screen, MILYOUTH to restrict user access to the screen to avoid unauthorized viewing and/or changes to the screen.

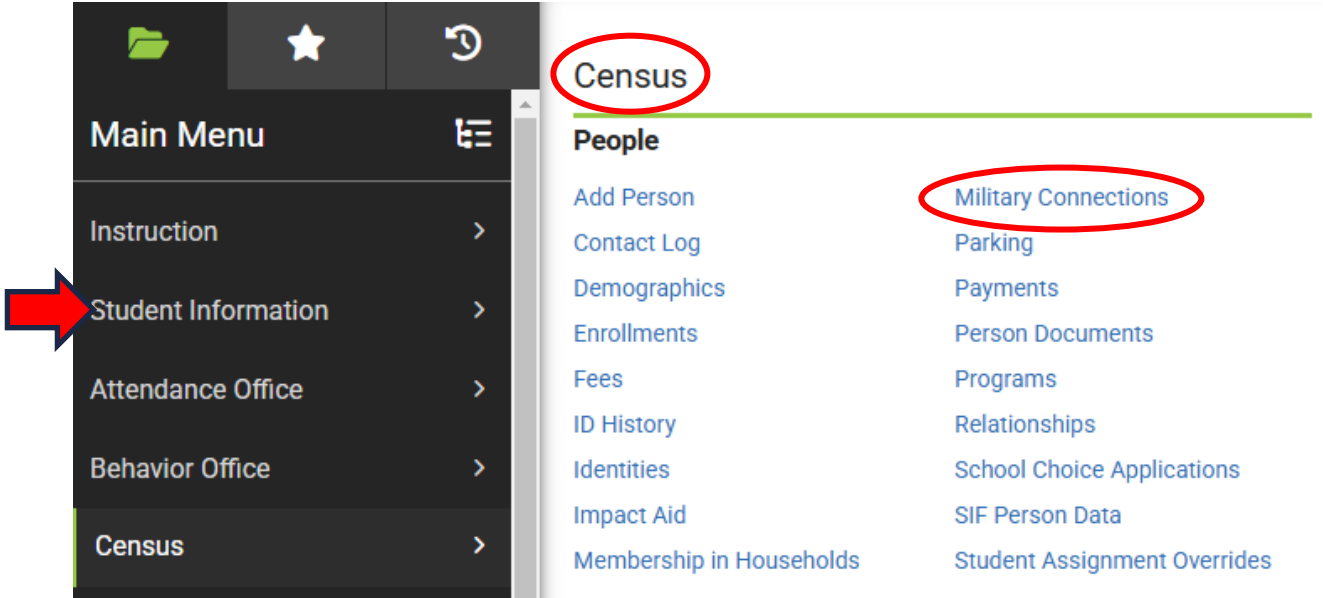
The Military Connections screen will be maintained by DOE and initialized annually after each district and charter school’s end-of-year rollover.

QUESTIONS?

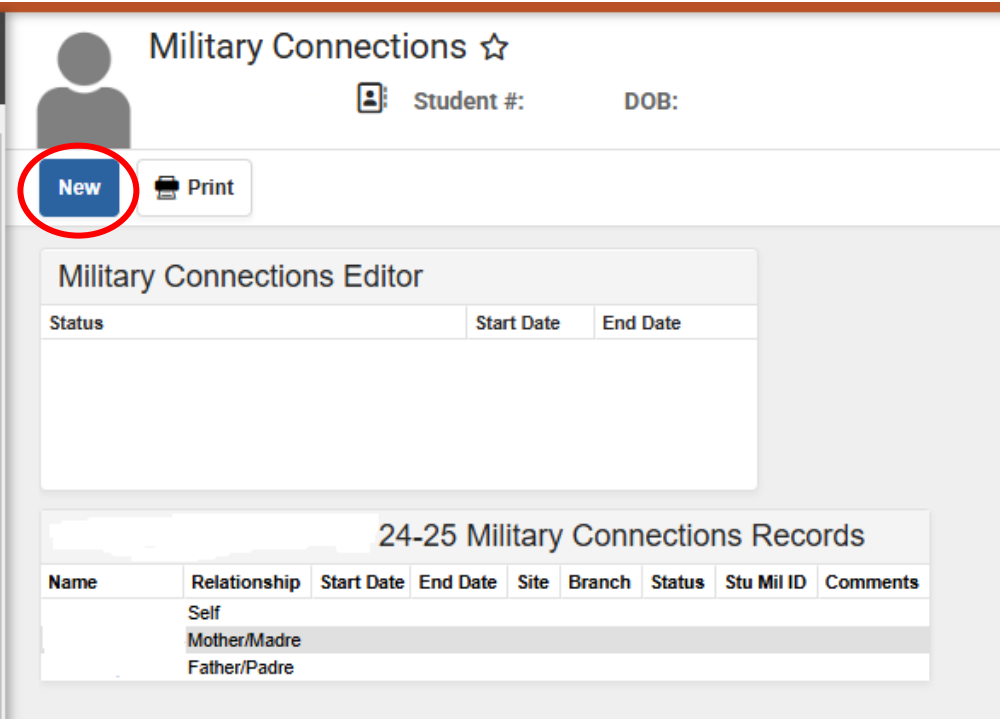
For policy questions, please contact Nicole Lawless via email at nicole.lawless@doe.k12.de.us or by telephone at (302)735-4127. For technical questions, please contact Technology Operations at (302)735-4140. Entering Military-Connected Identifier Data in Infinite Campus

ENTERING MILITARY-CONNECTED IDENTIFIER DATA IN INFINITE CAMPUS

1. Main Menu → Student Information → Census → Military Connections



2. This screen will appear. Select *New*.



3. Enter **Date** (usually the first day of school but could be first day of enrollment or first day of qualification). Then choose one of the two options in the **Status** dropdown menu. These options align with the two options on the corresponding form. These are the only two required fields.

Military Connections

*Start Date **End Date**

*Status **Student Military Identifier**

Active Duty (Federal)
Active Duty/Recently Retired/Reserves/Disabled Veteran/Killed in Action (State)

Comments

4. Select **Save**.

Save **Delete** **New** **Print**

Military Connections Editor

Status	Start Date	End Date

Military Connections

*Start Date **End Date**

*Status **Student Military Identifier**



2025 – 2026 MILITARY-CONNECTED YOUTH STUDENT INFORMATION UPDATE FORM

All Delaware public schools starting with the 2016 – 2017 school year are required to annually identify enrolled students who are “military-connected youth” pursuant to 14 **DE Admin. Code** 932, 14 **Del.C.** Chapter 1, §122 (b)(28), 10 U.S.C. §101(d) (2014), and the reauthorized Every Student Succeeds Act (2015), 20 U.S.C. 6301 et seq. in order to provide your student with additional supports and services, if needed.

Please read the following statements and check the appropriate box below.

- This form should be completed by a parent or stepparent annually.
- If your student is not a “military-connected youth”, please check the third box, “Non-Applicable”.

CHECK ONE OF THE FOLLOWING:

FEDERAL “Active Duty” - I am a parent or stepparent who is an “**active duty**” member of the Armed Forces (United States Army, United States Navy, United States Air Force, United States Marine Corps, or United States Coast Guard) pursuant to 10 U.S.C. §101(d) (2014), and the reauthorized Every Student Succeeds Act (2015), 20 U.S.C. 6301 et seq.

STATE “Active Duty/Recently Retired/Reserves/Identified as a Disabled Veteran/Killed in Action” pursuant to 14 **DE Admin. Code** 932, 14 **Del.C.** Chapter 1, §122 (b)(28), 10 U.S.C. §101(d) (2014).

- I am a parent or stepparent who is an active-duty member of the National Guard, National Oceanic and Atmospheric Administration or the United States Public Health Service.
- I am a parent or stepparent, or there is an immediate family member, including a sibling or any other person **residing in the same household**, who is serving in the reserve component, identified as a disabled veteran, killed in action, or recently retired (within 18 months prior to September 30 of the current school year) from a branch of the United States armed forces. Such branches consist of the United States Army, United States Air Force, United States Marine Corps, United States Navy, National Guard, United States Coast Guard, National Oceanic and Atmospheric Administration or the United States Public Health Service.
- There is an immediate family member, including a sibling or any other person **residing in the same household**, who is on active-duty member of the United States Army, United States Air Force, United States Marine Corps, United States Navy, National Guard, United States Coast Guard, National Oceanic and Atmospheric Administration or the United States Public Health Service.

NON-APPLICABLE

Student Name: _____

Grade: _____

School Name: _____

Homeroom Teacher Name: _____

Please return this form to your student’s homeroom teacher on or before Monday, September 22, 2025.