



**DEPARTMENT OF THE ARMY
US ARMY RECRUITING BATTALION, SACRAMENTO
2880 SUNRISE BLVD, SUITE 230
RANCHO CORDOVA, CALIFORNIA 95742-6549**

RCW-SAC-ESS

1 July 2002

Memorandum for SEE DISTRIBUTION

SUBJECT: Sacramento Recruiting Battalion School Directory SY 02-03

Reference: USAREC REG 601-101, Education Enlistment Credentials, dated 30 Nov 98.

1. This annual Battalion School Directory provides a listing of all the high schools and approved education programs for reference by personnel within the United States Army Recruiting Command when processing applicants for enlistment in the Regular Army and United States Army Reserve. This directory provides procedures for proper educational tier status of applicants and applies consistent education enlistment policy.

a. Tier I – High Schools that meet USAREC standards for enlistment; and, therefore a tier evaluation is **NOT** required.

b. Tier I (**Evaluation Required**) – Schools that have multiple programs and methods of instruction.

2. A “Certified Transcript” is required to complete a tier evaluation. The transcript must list the person’s name, date graduated, and name of the school. If the person has not graduated, the Education Services Specialist will need a letter signed by a school official indicating when the individual is expected to graduate once all requirements are met.

a. For “high grad” status, a person must successfully complete at least 15 semester or 22 quarter hours or 675 clock hours of post-secondary education credits from an accredited institution.

b. Completion of a GED in a Job Corps program is considered Tier II unless the person has completed 675 or more clock hours in a skilled trade. A certificate or a signed letter, by a school official, is required indicating the clock hours completed.

c. All individuals home schooled in CA and NV must provide a “Private Affidavit” from the County Board of Education, granting the parents permission to home school along with a transcript and diploma.

d. Charter Schools require a tier evaluation but **NOT** a site visit.

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3. Site visits must be conducted every three years on schools requiring a tier evaluation. If the date of a visit expires, the school will be removed from this list and prospects are no longer eligible for processing into the Army until a valid site visit is conducted. **Site visits can only be conducted by a Commissioned Officer or the Battalion Education Services Specialist and must be signed by the Battalion Commander.** Documentation of the visit must be on a USAREC Form dated 1 October 1998 and sent to the ESS at Battalion Headquarters.

4. This Battalion School Directory supersedes **any** previously dated Battalion School Directory. **DESTROY ALL PREVIOUS EDITIONS.** Please insure copies are distributed to all personnel.

5. Point of contact is the ESS at (916) 638-0845; Fax: (916) 638-1248. Please provide your **RSID on the fax cover sheet** to expedite the process.

3 Encls

1. Tier I Schools/Programs
2. Tier I Schools/Programs,
(Individual Evaluation Required)

/s/
PAUL J. WOOD
LTC, AV
Commanding

DISTRIBUTION:

- 1-ea Company Commander
- 1-ea Station Commander
- 1-ea Recruiter Trainer
- 1-ea San Jose MEPS Senior Guidance Counselor
- 1-ea Sacramento MEPS Senior Guidance Counselor
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