As part of the College, Career, and Military Readiness (CCMR) indicator, districts can now submit a completed DD Form 4 (DDF4) as evidence of enlistment in the U.S. Armed Forces or officer candidacy. The process for submitting this information will be handled through TEAL. Only district staff with TEAL Accountability access will be able to interact with the submission portal.

Phase 1 – Collecting and Compiling DDF4s

Districts are strongly encouraged to establish a district process for collecting and securely storing the DDF4 for each applicable student. A sample DDF4 is available here: U.S. Armed Forces Enlistment Document

As a reminder, because CCMR is a lagging indicator, the data from the current school year is not included in accountability calculations for the district.

Step 2: Update the Student Listing by entering the name of the saved DDF4 file for each student in column A, and then save the updated Student Listing using the same file name as the original download. Districts may wish to save throughout the process, such as after uploading a small group of students. Please note: It is very important that no changes are made to the format of the spreadsheet or to the column headers. Districts may choose to delete the names of students who did not enlist in the military, but it is not required.

Step 3: After all student files have been entered and saved, create a compressed (zip) file with the entire district submission of DDF4 files. The maximum allowable size for each compressed file is 16MB. Larger districts may need to create multiple compressed files. If multiple files are needed, please add 1, 2, 3, etc. to the end of each compressed file name for clarity. Please note: It is very important that the file name for each DDF4 in the compressed file matches the file name entered for the applicable student.

Step 4: First, u or(4)-3(in the)11(c)8(o)-5(f)12(o)-5(r e)8(ac)11(h)3( )] TJ ET Q q 0.00000912 0 612 792 re