

1. Please read the instructions CAREFULLY before filling out the attached Student Datasheet. The instructions contain important information on how to enable macros. If you do not enable macros, you will not have access to the drop down menus on the datasheet. If you are unable to use the drop down menu on the datasheet, then it is not saved correctly on your computer. Microsoft Word 2003 or newer is required to complete the datasheet.
2. The student datasheet cannot be filled out in Microsoft Outlook or any other email application. Right click on the file and choose "save as" and save the file to your local hard drive such as "My Documents" or "Desktop". Make sure you save the document as a Microsoft Word Macro Enabled Document (while you are in "save as" under file name there is "save as type" make sure it says "Microsoft Word Macro Enabled Document").
3. After you have saved it as a macro-enabled document in your designated location, you can open it from there and begin filling out the datasheet. If for any reason you started to fill out the datasheet and have to return to it later, simply click save in the left hand corner. When you return, make sure you enable macros by clicking on "options" on the banner located on the top of the screen and enable macros.
4. Please remember this form contains Personally Identifiable Information (PII) that requires specific safeguard measures. Make sure you send the completed datasheet back to us at ews@usmc.mil via your government email account and sign and encrypt the email. Make sure the subject line of the email is written EWS Student Data Sheet-School Year AY-17. Name the file last name_last 4SSN.docm. Example Washington_1234.docm.
5. Please ensure you double check the datasheet for completeness. If the datasheet is incomplete, we will send it back to you for completion.
6. If you need further assistance, please feel free to contact Ms. Misty Ware at (703) 784-2602 or at misty.ware@usmc.mil.