



STATE OF HAWAII
DEPARTMENT OF EDUCATION

NON-DISCLOSURE OF INFORMATION (OPT OUT)

In order to withhold release of information on the following student, parents/guardians/eligible students may make their own request in writing OR complete and return this form to the school within 10 working days after enrollment, if the student has not been previously enrolled.

Student Name _____ Birthdate _____
(First) (Middle) (Last) (Month/Day/Year)

School Name _____ School Year _____

Directory Information includes the following: the student's name; address; telephone number (includes unlisted numbers); digital image, photograph or video; month/year and country of birth; enrollment/withdrawal dates; grade (class) level; participation in officially recognized activities and sports; weight and height of members of athletic teams; certificates of completion (e.g., diploma), honors and awards received; the most recent educational agency, institution or school attended; graduation date.

Non-Disclosure Request of Directory Information – All Students, Grades Pre K-12

As the parent/legal guardian, or eligible student (at least 18 years of age) under the federal Family Educational Rights and Privacy Act, I request that the Hawaii Department of Education withhold the release of directory information in whole or in part as specified. **(Check ONE choice below):**

- Do not release any directory information, as defined above, **except** for school purposes, such as a playbill, showing my student's role in a drama production; the annual yearbook; class, team, or school club photograph; honor roll or other recognition lists; graduation programs; and sports activity sheets, such as for wrestling, showing weight and height of team members.
- Do not release any directory information. This is a total "black out." The parent/guardian or eligible student would have to consent to each requested release.

Parent/Guardian or Eligible Student Signature Today's Date

Signee is: Parent/Guardian Eligible Student (at least 18 years of age)

If you want to revise or revoke a previous request to withhold directory information, please submit a signed and dated written request to the school OR submit a new "Non-Disclosure of Information Opt Out" form.

FOR SCHOOL USE ONLY

Student ID Number _____ School Code _____