



**STATE OF HAWAII
DEPARTMENT OF EDUCATION**

Notice for Directory Information

DIRECTORY INFORMATION - The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the Hawaii Department of Education (Department), with certain exceptions, obtain parent, guardian, or eligible student (18 years of age or older or emancipated) consent prior to the disclosure of personally identifiable information (PII) from the student's education records. However, the Department may disclose appropriately designated "directory information" without written consent unless the parent, guardian, or eligible student informs the Department in writing that he or she does not wish the student's "directory information" to be released per the "How to Opt Out or Request Non-Disclosure" section below. The primary purpose of directory information is to allow the Department to include this type of information from the student's education records in certain school publications. Examples include, but are not limited to:

- A playbill, showing the student's role in a drama production
- The annual yearbook
- Class, team, school or club photograph
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's, guardian's, or eligible student's prior written consent. Outside organizations include, but are not limited to, companies that manufacture or market class rings or publish yearbooks, and colleges and universities.

The Department has designated the following information as Directory Information:

- 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

HOW TO "OPT OUT" OR REQUEST NON-DISCLOSURE

Parents, guardians, and eligible students need to submit a legibly written and signed request to the school. The request must contain the school name and the student's name and birth date. Parents, guardians, and eligible students will need to indicate whether ALL directory information or specify which directory information categories should not be disclosed. Schools may also provide Form CHP-34-1 "Non-Disclosure of Information (Opt Out)" upon request; forms are available for download at <http://bit.ly/FERPAHI>.

Parents, guardians, and eligible students should be aware that if they chose to withhold or opt out of ALL directory information categories, this would prevent the release, without prior consent, to colleges, prospective employers, companies providing class rings or photographs and to other organizations or individuals. The student's information would be kept out of the yearbook, school newspaper, commencement program, sports activity sheets, honor roll, etc. In other words, this is a total "black out." The parent, guardian, or eligible student would have to consent to each requested release.

For students in a secondary school (i.e. middle, intermediate, high schools or students in grades 7 through 12 in multi-level schools), there is an additional notice on military recruiters requesting student information (titled "Notice To Secondary School Students and Parents/Guardians of Secondary Students-Military Recruiters Request for Student Information"). Parents, guardians, and eligible students should read the notice and decide whether or not they desire to withhold the student's name, address, and telephone number from military recruiters. If they desire to withhold the information, they must file a legible, signed written request for non-disclosure to military recruiters (i.e. opt out) **in addition to** any other non-disclosure (i.e. opt out) that is filed for directory information, available online at <http://bit.ly/FERPAHI>. Schools may also provide Form RS 12-1056, "Opt Out Form for Non-Disclosure of a Secondary School Student's Name, Address, and Telephone Listing to Military Recruiters" upon request.

Parents, guardians, and/or eligible students have 10 working days after enrollment, if the student has not been previously enrolled, to file a legible, signed written request to the school requesting that the directory information not be released. If a parent/legal guardian or eligible student does not file a request for non-disclosure, student information may be released to the extent that laws, regulations, or policies authorize such disclosures without consent.

Translations of this document are available in 14 non-English languages.

Translations can be found online at <http://bit.ly/FERPAHI>