



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’s consent prior to the disclosure of personally identifiable information 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 requested the Department to the contrary in writing, (i.e. “Opt Out”). 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, 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.

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 (Includes unlisted numbers)
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- 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. You will need to indicate whether ALL directory information or specify which directory information categories should not be disclosed.

Please be aware that if you 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 prohibited from 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”). Please read the notice and decide whether or not you or your parents/legal guardian desire to withhold your name, address and telephone number from military recruiters. If you desire to withhold the information, then please 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.

You have 10 working days (i.e. when the school office is open for business) after you receive these notices 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://ferpa.k12.hi.us>