STATE OF HAWAII
DEPARTMENT OF EDUCATION

Notice to Parents, Guardians, and Eligible Students: Directory Information

DIRECTORY INFORMATION – The *Family Educational Rights and Privacy Act* (FERPA), a federal law, requires that the Hawaii State Department of Education (HIDOE), with certain exceptions, obtain parent or eligible student (students who are 18 years of age or older) consent prior to the disclosure of personally identifiable information from their student's or their education records. However, HIDOE may disclose appropriately designated "directory information" without prior written consent, unless the parent or eligible student has advised HIDOE to the contrary in accordance with HIDOE procedures. The primary purpose of directory information is to allow HIDOE to include information from the student's education records in certain school publications.

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 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, online educational vendors providing assessments or curriculum, and institutions of higher learning for the limited purpose of encouraging college attendance, to facilitate awarding and/or recruitment of scholarships, and/or financial aid opportunities. If the school requires students to wear identification badges, directory information will be listed on a student's school identification badge. Examples include:

- A playbill, showing the student's role in a drama production;
- The annual yearbook;
- 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, online educational vendors providing assessments or curriculum, and institutions of higher learning, for the limited purpose of encouraging college attendance, to facilitate awarding and/or recruitment of scholarships, and/or financial aid opportunities. HIDOE will release directory information in compliance with federal and state laws, which includes exceptions under FERPA such as audits, approved studies and evaluations, health or safety emergencies, and transfer of education records to the next school, or back to the sending school. Directory information will be listed on a student's school identification badge if the school requires students to wear identification badges.

In addition, two federal laws require HIDOE, which receives assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA), to provide military recruiters, upon request, with the following information - names, addresses and telephone listings for secondary students – unless a parent or eligible student have advised HIDOE that they do not want this information disclosed without their prior written consent. HIDOE has designated the following information as directory information:

- Student's name
- Address
- Telephone number
- Date and place of birth
- Dates of attendance (i.e., enrollment/withdrawal dates)
- Grade (class) level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Awards received, including honors and Certificates of Completion (e.g., diploma)
- The most recent previous educational agency, institution, or school attended
- Graduation date

If a parent or eligible student does not want HIDOE to disclose the information designated above as directory information from the student's education record without prior consent, then parents or eligible students must submit a legibly written, dated, and signed request to the school indicating so. Opt out requests will be accepted at any time during the school year and will be effective from the date of receipt at the school (i.e., prior disclosures will remain unless the material which contains the prior disclosure is reprinted). If a parent or eligible student does not file an opt out request, student information may be released to the extent that laws, regulations, or policies authorize such disclosure, without consent.
Parents and eligible students should be aware that choosing to opt out will prevent the release, without prior written 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, graduation commencement program, sports activity sheets, honor roll, etc.

The "Notice for Directory Information" may be found on HIDOE's Student Privacy webpage (bit.ly/FERPAHI).